

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

All fields must be completed.
Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: **October 7, 2016**

Please mark one: **Bill Request** or **Resolution Request**

1. Has your agency submitted this request in the last 12 months?

Yes **No**

If yes, please explain:

2. Title: **Approve Classification Notice #1528 – Prevailing Wage Investigator**

3. Requesting Agency: Office of Human Resources

4. Contact Person: *(with actual knowledge of proposed ordinance)*

- Name: John Hoffman
- Phone: 720-913-5296
- Email: john.hoffman@denvergov.org

5. Contact Person: *(with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)*

- Name: Nicole de Gioia-Keane
- Phone: 720-913-5643
- Email: Nicole.deGioia-Keane@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

The proposed change amends the Classification and Pay Plan by creating a class called Prevailing Wage Administrator at pay grade 808-A.

7. Is there any controversy surrounding this ordinance? (groups or individuals who may have concerns about it?)
Please explain.

None known.

8. Budget Impact

There is no budget impact.

POSTING IS REQUIRED
Classification Notice No. 1528

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: September 22, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a class called Prevailing Wage Administrator at pay grade 808-A.

The Auditor's Office requested a new classification specifically for the Prevailing Wage Investigation Unit, which would specifically describe and address the work being performed by the incumbents within this work group. The Prevailing Wage Investigation Unit ensures contractor compliance with current prevailing wage requirements through records audits and field investigations.

Currently, the duties and responsibilities specific to this work group are classified as Contract Compliance Coordinators, which is not specific to prevailing wage compliance or performing field investigations to verify work being performed and the wages provided for that type and level of work.

The creation of the Prevailing Wage Investigator classification would allow for a clear description of duties and responsibilities performed, employee expectations and performance evaluations, and recruitments specific to these knowledge, skills, and abilities.

NEW CLASS

<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
Prevailing Wage Investigator	808-A (\$51,573-\$67,045-\$82,517)

Per Career Service Rule 7-37 A – "If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor's veto."

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday October 6, 2016 at 5:00 p.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Thursday, October 6, 2016**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, October 4, 2016**.

CITY AND COUNTY OF DENVER
OFFICE OF HUMAN RESOURCES
CHANGES IN THE CLASSIFICATION AND PAY PLAN (Prevailing Wage Investigator)

October 6, 2016

NEW CLASS

<u>Job Code</u>	<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
CA2966	Prevailing Wage Investigator	808-A (\$51,573/\$67,045/\$82,517)

Supervisory Level
3 – None/Incidental

EEO Code
5 - Paraprofessional

Medical Group
S – Sedentary

FLSA
Exempt

Synopsis:

The Auditor's Office requested a new classification specifically for the Prevailing Wage Investigation Unit, which would specifically describe and address the work being performed by the incumbents within this work group. The Prevailing Wage Investigation Unit ensures contractor compliance with current prevailing wage requirements through records audits and field investigations.

Currently, the duties and responsibilities specific to this work group are classified as Contract Compliance Coordinators, which is not specific to prevailing wage compliance or performing field investigations to verify work being performed and the wages provided for that type and level of work.

The creation of the Prevailing Wage Investigator classification would allow for a clear description of duties and responsibilities performed, employee expectations and performance evaluations, and recruitments specific to these knowledge, skills, and abilities.

Pay Rationale:

Sufficient market data for this classification was not available due to the specialization of the work being performed; therefore, the pay recommendation was based on internal equity with the supervisory classification and that reporting relationship. It is recommended that the Prevailing Wage Investigator's pay be set at the 808-A pay grade.

Employee Impact:

Five employees will be reallocated from the Contract Compliance Technician into the Prevailing Wage Investigator classification.

Budget Impact:

There is no budget impact; the incumbents will move pay-to-pay into the new classification –Prevailing Wage Investigator (808-A).

Organizational Data:

This position will report directly to an Administrator I, which currently oversees the work of the Prevailing Wage Investigation Unit.

Effective Date Rule:

OHR Section 7-37 (A) – If it is determined, as a result of an audit or a maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor's veto. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.