

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: **March 26, 2013**

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 # 1381.**

3. Requesting Agency: Office of Human Resources

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

- Name: Seth Duhon-Thornton
- Phone: 720-913-5664
- Email: seth.duhon-thornton@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: Heather Britton
- Phone: 720-913-5699
- Email: heather.britton@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 changing the pay grade for Wastewater Quality Control Supervisor from 807-E to 809-E.

Please include the following:

- a. Duration:
- b. Location:
- c. Affected Council District:
- d. Benefits:
- e. Costs:

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

None known

8. Budget Impact:

The incumbent's pay will increase to the range minimum.

POSTING IS REQUIRED

Classification Notice No. 1381

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 8, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade for Wastewater Quality Control Supervisor from 807-E to 809-E.

The management of the Wastewater Management Division of the Department of Public Works approached the Office of Human Resources regarding the Wastewater Quality Control Supervisor. This classification performs work of a similar type and scope to that of other supervisors in the Maintenance and Operations occupational group. It is recommended to increase the pay grade of the Wastewater Quality Control Supervisor, from 807-E to 809-E. This will maintain equity with other supervisors at Public Works classified as Operations Supervisor, at pay grade 810-J.

PAY GRADE CHANGE

<u>Current Job Code:</u>	<u>Classification Title:</u>
CE1712	Wastewater Quality Control Supervisor

<u>Current Pay Grade:</u>	<u>Proposed Pay Grade</u>
807-E \$43,460 - \$69,536	809-E \$49,665 - \$79,464

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

The Office of Human Resources 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.

PAY GRADE CHANGECurrent Job Code:

CE1712

Classification Title:

Wastewater Quality Control Supervisor

Current Pay Grade:

807-E \$43,460 - \$69,536

Proposed Pay Grade

809-E \$49,665 - \$79,464

Supervisory Level:

6-First-Level Supervisor

EEO Code:

3-Technicians

Medical Group:

Sedentary

FLSA:

Exempt

Synopsis:

The management of the Wastewater Management Division of the Department of Public Works approached the Office of Human Resources regarding the Wastewater Quality Control Supervisor. This classification performs work of a similar type and scope to that of other supervisors in the Maintenance and Operations occupational group. It is recommended to increase the pay grade of the Wastewater Quality Control Supervisor, from 807-E to 809-E. This will maintain equity with other supervisors at Public Works classified as Operations Supervisor, at pay grade 810-J.

Pay Rationale:

It is recommended to increase the pay grade of the Wastewater Quality Control Supervisor, from 807-E (\$43,460 – 69,536) to 809-E (\$49,665 – 79,464). Due to the structure of the work within Wastewater, there is no market match to this position. Denver is only responsible for the wastewater sewers and storm water, while all other water management functions are managed by other districts. Increasing the pay grade will maintain equity with the Operations Supervisor classification, at pay grade 810-J (\$52,737 – 84,148). Both of these classifications are responsible for a crew, performing moderate to heavy physical labor, including work in sewers, confined spaces, and operating a variety of equipment. The Wastewater Quality Control Supervisor supervises employees responsible for calibrating and maintaining technical water monitoring and sampling equipment, which is more complex equipment than operating construction equipment and vehicles. This change allows for an approximately 6% difference between pay grades of the two supervisory classifications.

The compensation practice is to pay a supervisor at a pay grade 10-15% higher than the pay grade of the highest-level classification supervised. For the Wastewater Quality Control Supervisor, they supervise the Wastewater Quality Technician, 616-E (\$38,892 – 56,782). The Technician was market priced with a special survey in 2012, which found that the current pay is appropriate for that type and level of work, but the results are not a strong match. Currently, there is an 11% difference between pay grades. With the recommended change, it would deviate from this practice and be a 28% difference. However, the Operations Supervisor also deviates from this practice, since the work depends on the crew supervised, which means the highest level supervised can be at the highest level, a Crew Supervisor with a 14% difference, and down to a Senior Utility Worker, with a 63% difference between the supervisor and highest level supervised. By increasing the pay grade of the Wastewater Quality Control Supervisor, it will keep the current practice deviation in place while maintaining equity with the Operations Supervisor.

Employee Impact:

This will affect one employee currently in this classification.

Budget Impact:

The incumbent's pay will increase to the range minimum.

Organizational Data:

Wastewater Management is a division within the Department of Public Works.

Effective Date Rule:

It is requested to have this change effective at the same time as the Occupational Group study impacting the Labor and Trades occupational groups, effective October 21, 2012.