

BILL/ RESOLUTION REQUEST

- 1. Title:** Approve classification notice #1342 to create new classes of Combination Trade Inspectors and abolish Inspector classes for specific trades & classification notice #1343 regarding various pay grade changes and the abolishment of two Operator positions.
- 2. Requesting Agency:** Career Service Authority
- 3. Contact Person *with actual knowledge of proposed ordinance***
Name:Alena Martinez
Phone:720-913-5726
Email:alena.martinez@denvergov.org
- 4. 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:Bruce Backer/Roberta Monaco
Phone:720-913-5643/720-913-5629
Email:bruce.backer@denvergov.org/roberta.monaco@denvergov.org
- 5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved**
 - a. Scope of Work**
 1. Classification Notice #1342 – Trades Inspector (621-T), Combination Inspector I (622-T), Combination Inspector II (624-T) and Chief Combination Inspector (812-T) are new classes. Construction Inspector (621-T), Electrical Inspector (621-T), Mechanical Inspector (621-T), Plumbing Inspector (621-T) and Public Safety Inspector (621-T) are all recommended for abolishment. Community Planning and Development has been working for several years on developing trades inspection staff that can perform more than one trades inspection. This saves the agency both time and money. Instead of sending several inspectors out to the same location, the goal is to dispatch one inspector who has the needed licenses and/or certifications to inspect work in several trades areas at the same location. The agency has established an extensive training program to assist employees obtain the needed training and required licenses and/or certifications. CSA has worked with CPD on this project and now the agency is ready for new classes that reflect this change. Therefore, CSA created 4 new classes, the Trades Inspector, Combination Inspector I, Combination Inspector II, and Chief Combination Inspector. CSA is abolishing the individual trades inspection classes and combining the classes into the Trades Inspector class. The Trades Inspector class requires employees to have a license or certification in one trades area. The agency hopes that this class will eventually not be needed as inspectors will obtain additional licenses and/or certifications and fit into the combination inspector classes. The Combination Inspector I class requires employees to possess two licenses and/or certifications in order to meet the minimum qualifications for this class. The Combination Inspector II class requires

employees to possess three or more licenses and/or certifications to meet the minimum qualifications for this class. The Chief Combination Inspector class is a supervisory class and requires employees to possess four or more licenses and/or certifications. There is no budget impact.

2. Classification Notice #1343 – Utility Worker is a pay grade change from 609-J to 610-J. Senior Utility Worker is a pay grade change from 611-J to 612-J. Equipment Operator is a pay grade change from 612-J to 613-J. Parking Meter Collector is a pay grade change from 609-J to 610-J. Horticultural Worker is a pay grade change from 611-J to 612-J. Semi-Tractor Trailer Operator (615-J) and Tow Truck Operator (612-J) are recommended for abolishment. Last year, CSA Classification and Compensation staff decided to conduct a Maintenance Study on several class series in the Labor Occupational Group. This decision coincided with some compensation issues that affected other classes in the Labor Occupational Group. The study also addresses a business need concerning employee retention and turnover. Our turnover statistics indicate that there is a high turnover rate for the Utility Worker and Senior Utility Worker classes. This includes a turnover rate of 25.5% for the Utility Worker class and 34.5% for the Senior Utility Worker class. Consequently, CSA began the Labor Class Study last August. The classes included in the study are the Utility Worker, Senior Utility Worker, Equipment Operator, Equipment Operator Specialist, Semi-Tractor Trailer Operator, Heavy Equipment Operator, and Power Shovel Operator.

This class notice serves as the conclusion of the study. CSA staff spent a great deal of time in the field observing employees perform their duties so that the class specifications could be properly revised and updated.

A summary and examples of equipment for each class follows:

- Utility Worker - performs entry level unskilled manual labor and uses hand tools with no special license required. Examples of equipment include mower, box truck, and scissor lift.
- Senior Utility Worker - performs intermediate level semi-skilled labor and operates light equipment. Some positions require a Commercial Driver's License (CDL). A Senior Utility Worker can be assigned to operate any vehicle as long as the employee has received training on a vehicle and possesses a CDL. All positions in Public Works require a CDL.
- Equipment Operator – performs intermediate level work operating light to medium sized equipment and requires a CDL. Examples of equipment include rear loader truck, dump truck, and aerial bucket truck.
- Equipment Operator Specialist – perform full performance level work operating specialized equipment and requires a CDL. Examples of equipment include paint striper, street sweeper, and sewer line jet truck.
- Semi-Tractor Trailer Operator – performs full performance level work operating semi-tractor trailers and requires a CDL.
- Heavy Equipment Operator – performs full performance level work operating heavy construction and earth moving equipment and requires a CDL. Examples of equipment include front end loader, asphalt compactor, and runway equipment.
- Power Shovel Operator – performs specialist level work operating heavy construction and earth moving equipment and requires a CDL. Examples of equipment include rotomill, back hoe, and asphalt paver.

CSA is recommending that the Semi-Tractor Trailer Operator class be abolished and the employees in that class be moved into the Heavy Equipment Operator class. This recommendation is based on a review of local and nationally comparable cities. It was found that most cities have between 2-4 levels of operators. By abolishing the Semi-Tractor Trailer Operator class, this allows the city to find comparable market matches in the future. Additionally, it is recommended that the Tow Truck Operator class be abolished as the class has not been used in the last ten years and if a Tow Truck Operator position is required in the future, it can be filled at the Equipment Operator level. Although, CSA is not recommending a title change or a pay grade change for the Equipment Operator Specialist, Heavy Equipment Operator, or Power Shovel Operator classes there will be a brief description of market data in the Pay Rationale Section. Because the Parking Meter Collector and the Horticultural Worker classes have direct pay relationships with classes in this study, those classes will be included in the study for pay recommendations only. Budget impact forms are attached.

b. Duration

Permanent.

c. Location

Citywide.

d. Affected Council District

All.

e. Benefits

N/A

f. Costs

N/A

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

No.

Bill Request Number: BR11-0543

Date: 7/19/2011