

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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 15, 2012**

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 #1361, & 1362**

Career Service Authority respectfully requests that this go on Consent the week of March 26, 2012 through March 30, 2012. If not approved for Consent, we request this go to General Government Committee on April 4, 2012.

**3. Requesting Agency:** Career Service Authority

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

- **Name:** Alena Martinez
- **Phone:** 720-913-5726
- **Email:** alena.martinez@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:** Bruce Backer
- **Phone:** 720-913-5643/720-913-5663
- **Email:** bruce.backer@denvergov.org

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

- 1. Classification Notice 1361 - 911 Lead Operator, 911 Operator, Aviation Tour Guide, Epidemiological Research Technician, Health Information Supervisor, Nuclear Medicine Technologist Supervisor, Nurse Midwife, Physician Assistant, Public Health Dentist and Senior Plus Case Coordinator** are all recommended for abolishment. These are classes to be abolished. These classes are vacant, and other classes were created to replace these classes and/or are no longer needed by the department or agency. The departments or agencies that used these classes were notified, and they approved the abolishment of these classes. There is no budget impact.
- 2. Classification Notice 1362 - revising Community Rate Schedule A. We are also changing the pay grades of Activities Leader I – Non Certified, Activities Leader II – Certified from, Advanced Lifeguard from, Fitness Instructor I – Non Certified, Fitness Instructor II – Certified, Lifeguard, Pool Supervisor, Sports Official I- Non Certified, Sports Official II – Certified. Lastly, we are changing the pay grade and job code of Television & Video Production Support Technician.** Career Service Authority (CSA) is recommending changes to the Community Rate, Schedule A pay table in order to better align the table with compensation best practices. As the pay table is currently structured, there is a 15% difference between the range minimums of each pay grade. The new pay table provides for a 7.25% difference between the range minimums of each pay grade. Additional pay grades were added to the Community Rate, Schedule A in order to better accommodate existing classifications and to provide more flexibility for adding classifications in the future. Classifications currently in the Community Rate, Schedule A pay table were moved into the new structure. In addition, the Television & Video Production Support Technician classification, which is used by Denver 8, was placed in the new structure. There is no budget impact form because these increases are required by the State of Colorado.

**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

**POSTING IS REQUIRED**

**Classification Notice No. 1361**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: March 1, 2012  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by deleting 911 Lead Operator, 911 Operator, Aviation Tour Guide, Epidemiological Research Technician, Health Information Supervisor, Nuclear Medicine Technologist Supervisor, Nurse Midwife, Physician Assistant, Public Health Dentist and Senior Plus Case Coordinator.**

These are classes to be abolished. These classes are vacant, and other classes were created to replace these classes and/or are no longer needed by the department or agency. The departments or agencies that used these classes were notified, and they approved the abolishment of these classes.

**ABOLISHMENTS**

| <b>Job Code</b> | <b>Class Title</b>                       | <b>Pay Grade</b> |
|-----------------|--|------------------|
| CS0558          | 911 Lead Operator                        | 617-S            |
| CS1557          | 911 Operator                             | 616-S            |
| CS1842          | Aviation Tour Guide                      | 607-S            |
| CH1622          | Epidemiological Research Technician      | 615-H            |
| CH1624          | Health Information Supervisor            | 808-H            |
| CH0538          | Nuclear Medicine Technologist Supervisor | 816-H            |
| CO0589          | Nurse Midwife                            | 816-O            |
| CO0604          | Physician Assistant                      | 815-O            |
| CD1071          | Public Health Dentist                    | 821-D            |
| CH1640          | Senior Plus Case Coordinator             | 615-H            |

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 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 March 15, 2012 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Thursday, March 15, 2012**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, March 13, 2012**.

**ABOLISHMENTS**

| <b>Job Code</b> | <b>Class Title</b>                       | <b>Pay Grade</b> |
|-----------------|--|------------------|
| CS0558          | 911 Lead Operator                        | 617-S            |
| CS1557          | 911 Operator                             | 616-S            |
| CS1842          | Aviation Tour Guide                      | 607-S            |
| CH1622          | Epidemiological Research Technician      | 615-H            |
| CH1624          | Health Information Supervisor            | 808-H            |
| CH0538          | Nuclear Medicine Technologist Supervisor | 816-H            |
| CO0589          | Nurse Midwife                            | 816-O            |
| CO0604          | Physician Assistant                      | 815-O            |
| CD1071          | Public Health Dentist                    | 821-D            |
| CH1640          | Senior Plus Case Coordinator             | 615-H            |

Synopsis:

These are classes to be abolished. These classes are vacant, and other classes were created to replace these classes and/or are no longer needed by the department or agency. The departments or agencies that used these classes were notified, and they approved the abolishment of these classes.

Pay Rationale:

None

Employee Impact:

None. There are no employees in these classes.

Effective Date Rule:

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.

**POSTING IS REQUIRED**

**Classification Notice No. 1362**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: March 1, 2012  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by revising Community Rate Schedule A. We are also changing the pay grades of Activities Leader I – Non Certified, Activities Leader II – Certified, Advanced Lifeguard, Fitness Instructor I – Non Certified, Fitness Instructor II – Certified, Lifeguard, Pool Supervisor, Sports Official I- Non Certified, Sports Official II – Certified. Lastly, we are changing the pay grade and job code of Television & Video Production Support Technician.**

Career Service Authority (CSA) is recommending changes to the Community Rate, Schedule A pay table in order to better align the table with compensation best practices. As the pay table is currently structured, there is a 15% difference between the range minimums of each pay grade. The new pay table provides for a 7.25% difference between the range minimums of each pay grade. Additional pay grades were added to the Community Rate, Schedule A in order to better accommodate existing classifications and to provide more flexibility for adding classifications in the future. Classifications currently in the Community Rate, Schedule A pay table were moved into the new structure. In addition, the Television & Video Production Support Technician classification, which is used by Denver 8, was placed in the new structure.

**Current Pay Grades and Ranges**

| <b>PAY GRADE</b> | <b>Range Minimum</b> | <b>2nd Quartile Minimum</b> | <b>3rd Quartile Minimum (Range Midpoint)</b> | <b>4th Quartile Minimum</b> | <b>Range Maximum</b> |
|------------------|----------------------|-----------------------------|--|-----------------------------|----------------------|
| 111-Z            | 8.65                 | 9.44                        | 10.23  | 11.02                       | 11.81                |
| 112-Z            | 9.95                 | 10.85                       | 11.77  | 12.67                       | 13.58                |
| 113-Z            | 11.43                | 12.47                       | 13.52  | 14.56                       | 15.60                |
| 114-Z            | 13.14                | 14.34                       | 15.55  | 16.75                       | 17.95                |
| 115-Z            | 13.67                | 14.92                       | 16.17  | 17.41                       | 18.66                |
| 116-Z            | 20.49                | 22.36                       | 24.24  | 26.11                       | 27.98                |

**Proposed Pay Grades and Ranges**

| <b>PAY GRADE</b> | <b>Range Minimum</b> | <b>2nd Quartile Minimum</b> | <b>3rd Quartile Minimum (Range Midpoint)</b> | <b>4th Quartile Minimum</b> | <b>Range Maximum</b> |
|------------------|----------------------|-----------------------------|--|-----------------------------|----------------------|
| 110-Z            | 8.06                 | 8.81                        | 9.55   | 10.30                       | 11.04                |
| 111-Z            | 8.65                 | 9.45                        | 10.25  | 11.05                       | 11.85                |
| 112-Z            | 9.28                 | 10.14                       | 10.99  | 11.85                       | 12.71                |
| 113-Z            | 9.95                 | 10.87                       | 11.79  | 12.71                       | 13.63                |
| 114-Z            | 10.67                | 11.66                       | 12.65  | 13.63                       | 14.62                |
| 115-Z            | 11.44                | 12.50                       | 13.56  | 14.61                       | 15.67                |
| 116-Z            | 12.27                | 13.41                       | 14.54  | 15.68                       | 16.81                |
| 117-Z            | 13.16                | 14.38                       | 15.60  | 16.81                       | 18.03                |
| 118-Z            | 14.11                | 15.42                       | 16.72  | 18.03                       | 19.33                |
| 119-Z            | 15.13                | 16.53                       | 17.93  | 19.33                       | 20.73                |
| 120-Z            | 16.23                | 17.73                       | 19.24  | 20.74                       | 22.24                |
| 121-Z            | 17.41                | 19.02                       | 20.63  | 22.24                       | 23.85                |
| 122-Z            | 18.67                | 20.40                       | 22.13  | 23.85                       | 25.58                |

|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| 123-Z | 20.02 | 21.87 | 23.73 | 25.58 | 27.43 |
| 124-Z | 21.47 | 23.46 | 25.44 | 27.43 | 29.41 |
| 125-Z | 23.03 | 25.16 | 27.29 | 29.42 | 31.55 |

**PAY GRADE CHANGES**

| <u>Job Code</u> | <u>Classification Title:</u>         | <u>Current Pay Grade/Range:</u> | <u>Proposed Pay Grade/Range:</u> |
|-----------------|--------------------------------------|---------------------------------|----------------------------------|
| RG2110          | Activities Leader I – Non-Certified  | 115-Z (\$13.67 – 18.66)         | 118-Z (\$14.11 – 19.33)          |
| RG2109          | Activities Leader II – Certified     | 116-Z (\$20.49 – 27.98)         | 123-Z (\$20.02 – 27.43)          |
| RG2402          | Advanced Lifeguard                   | 112-Z (\$9.95 – 13.58)          | 113-Z (\$9.95 – 13.63)           |
| RG2112          | Fitness Instructor I – Non-Certified | 115-Z (\$13.67 – 18.66)         | 118-Z (\$14.11 – 19.33)          |
| RG2111          | Fitness Instructor II – Certified    | 116-Z (\$20.49 – 27.98)         | 123-Z (\$20.02 – 27.43)          |
| RG2401          | Lifeguard                            | 111-Z (\$8.65 – 11.81)          | 111-Z (\$8.65 – 11.85)           |
| RG2403          | Pool Supervisor                      | 114-Z (\$13.14 – 17.95)         | 117-Z (\$13.16 – 18.03)          |
| RG2121          | Sports Official I – Non-Certified    | 115-Z (\$13.67 – 18.66)         | 118-Z (\$14.11 – 19.33)          |
| RG2120          | Sports Official II – Certified       | 116-Z (\$20.49 – 27.98)         | 123-Z (\$20.02 – 27.43)          |

**JOB CODE & PAY GRADE CHANGE**

| <u>Current Job Code:</u> | <u>Proposed Job Code:</u> | <u>Classification Title:</u>                     |
|--------------------------|---------------------------|--|
| CG2071                   | RG2624                    | Television & Video Production Support Technician |

| <u>Current Pay Grade &amp; Range:</u> | <u>Proposed Pay Grade &amp; Range:</u> |
|---------------------------------------|--|
| 615-G (\$38,615 – \$56,351)           | 122-Z (\$18.67 – 25.58)                |

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 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 March 15, 2012 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Thursday, March 15, 2012**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, March 13, 2012**.

**REVISED PAY SCHEDULE**  
Community Rate, Schedule A

**Current Pay Grades and Ranges**

| PAY GRADE | Range Minimum | 2nd Quartile Minimum | 3rd Quartile Minimum (Range Midpoint) | 4th Quartile Minimum | Range Maximum |
|-----------|---------------|----------------------|---------------------------------------|----------------------|---------------|
| 111-Z     | 8.65          | 9.44                 | 10.23                                 | 11.02                | 11.81         |
| 112-Z     | 9.95          | 10.85                | 11.77                                 | 12.67                | 13.58         |
| 113-Z     | 11.43         | 12.47                | 13.52                                 | 14.56                | 15.60         |
| 114-Z     | 13.14         | 14.34                | 15.55                                 | 16.75                | 17.95         |
| 115-Z     | 13.67         | 14.92                | 16.17                                 | 17.41                | 18.66         |
| 116-Z     | 20.49         | 22.36                | 24.24                                 | 26.11                | 27.98         |

**Proposed Pay Grades and Ranges**

| PAY GRADE | Range Minimum | 2nd Quartile Minimum | 3rd Quartile Minimum (Range Midpoint) | 4th Quartile Minimum | Range Maximum |
|-----------|---------------|----------------------|---------------------------------------|----------------------|---------------|
| 110-Z     | 8.06          | 8.81                 | 9.55                                  | 10.30                | 11.04         |
| 111-Z     | 8.65          | 9.45                 | 10.25                                 | 11.05                | 11.85         |
| 112-Z     | 9.28          | 10.14                | 10.99                                 | 11.85                | 12.71         |
| 113-Z     | 9.95          | 10.87                | 11.79                                 | 12.71                | 13.63         |
| 114-Z     | 10.67         | 11.66                | 12.65                                 | 13.63                | 14.62         |
| 115-Z     | 11.44         | 12.50                | 13.56                                 | 14.61                | 15.67         |
| 116-Z     | 12.27         | 13.41                | 14.54                                 | 15.68                | 16.81         |
| 117-Z     | 13.16         | 14.38                | 15.60                                 | 16.81                | 18.03         |
| 118-Z     | 14.11         | 15.42                | 16.72                                 | 18.03                | 19.33         |
| 119-Z     | 15.13         | 16.53                | 17.93                                 | 19.33                | 20.73         |
| 120-Z     | 16.23         | 17.73                | 19.24                                 | 20.74                | 22.24         |
| 121-Z     | 17.41         | 19.02                | 20.63                                 | 22.24                | 23.85         |
| 122-Z     | 18.67         | 20.40                | 22.13                                 | 23.85                | 25.58         |
| 123-Z     | 20.02         | 21.87                | 23.73                                 | 25.58                | 27.43         |
| 124-Z     | 21.47         | 23.46                | 25.44                                 | 27.43                | 29.41         |
| 125-Z     | 23.03         | 25.16                | 27.29                                 | 29.42                | 31.55         |

**PAY GRADE CHANGE**

| Job Code | Classification Title:                | Current Pay Grade/Range: | Proposed Pay Grade/Range: |
|----------|--------------------------------------|--------------------------|---------------------------|
| RG2110   | Activities Leader I – Non-Certified  | 115-Z (\$13.67 – 18.66)  | 118-Z (\$14.11 – 19.33)   |
| RG2109   | Activities Leader II – Certified     | 116-Z (\$20.49 – 27.98)  | 123-Z (\$20.02 – 27.43)   |
| RG2402   | Advanced Lifeguard                   | 112-Z (\$9.95 – 13.58)   | 113-Z (\$9.95 – 13.63)    |
| RG2112   | Fitness Instructor I – Non-Certified | 115-Z (\$13.67 – 18.66)  | 118-Z (\$14.11 – 19.33)   |
| RG2111   | Fitness Instructor II – Certified    | 116-Z (\$20.49 – 27.98)  | 123-Z (\$20.02 – 27.43)   |
| RG2401   | Lifeguard                            | 111-Z (\$8.65 – 11.81)   | 111-Z (\$8.65 – 11.85)    |
| RG2403   | Pool Supervisor                      | 114-Z (\$13.14 – 17.95)  | 117-Z (\$13.16 – 18.03)   |
| RG2121   | Sports Official I – Non-Certified    | 115-Z (\$13.67 – 18.66)  | 118-Z (\$14.11 – 19.33)   |
| RG2120   | Sports Official II – Certified       | 116-Z (\$20.49 – 27.98)  | 123-Z (\$20.02 – 27.43)   |

|                   |                     |                 |            |
|-------------------|---------------------|-----------------|------------|
| Supervisor Level: | EEO Code:           | Medical Group:  | FLSA:      |
| 3-None/Incidental | 5-Paraprofessionals | Heavy Physical  | Non-Exempt |
| 3-None/Incidental | 5-Paraprofessionals | Heavy Physical  | Non-Exempt |
| 3-None/Incidental | 5-Paraprofessionals | Medium Physical | Non-Exempt |

|                   |                       |                 |            |
|-------------------|-----------------------|-----------------|------------|
| 3-None/Incidental | 5-Paraprofessionals   | Heavy Physical  | Non-Exempt |
| 3-None/Incidental | 5-Paraprofessionals   | Heavy Physical  | Non-Exempt |
| 3-None/Incidental | 4-Protective Service  | Medium Physical | Non-Exempt |
| 2-Leadworker      | 8-Service/Maintenance | Medium Physical | Non-Exempt |
| 3-None/Incidental | 5-Paraprofessionals   | Heavy Physical  | Non-Exempt |
| 3-None/Incidental | 5-Paraprofessionals   | Heavy Physical  | Non-Exempt |

**JOB CODE & PAY GRADE CHANGE**

Current Job Code: CG2071      Proposed Job Code: RG2624      Classification Title: Television & Video Production Support Technician

Current Pay Grade: 615-G (\$38,615 – \$56,351)      Proposed Pay Grade: 122-Z (\$18.67 – 25.58)      Supervisory Level: 3-None/Incidental      EEO Code: 3-Technicians

FLSA: Non-Exempt      Medical Group: Sedentary

Synopsis:

Career Service Authority (CSA) is recommending changes to the Community Rate, Schedule A pay table in order to better align the table with compensation best practices. As the pay table is currently structured, there is a 15% difference between the range minimums of each pay grade. The new pay table provides for a 7.25% difference between the range minimums of each pay grade. Additional pay grades were added to the Community Rate, Schedule A in order to better accommodate existing classifications and to provide more flexibility for adding classifications in the future. Classifications currently in the Community Rate, Schedule A pay table were moved into the new structure. In addition, the Television & Video Production Support Technician classification, which is used by Denver 8, was placed in the new structure.

Pay Rationale:

The pay grade recommendations for existing classifications were based on comparisons between the current range minimum and the new range minimum, which is consistent with internal compensation practices for adjusting classifications within pay structures. To add, market data from Mountain States Employers Council was used to validate the new pay grades for these classifications, when appropriate.

According to Career Service Rule 8-42 (A), the community rate is “applicable to classifications in the sports and entertainment field which do not have traditional year-round or seasonal schedules. These classifications are non-exempt under the FLSA.” After a review of the Television & Video Production Support Technician, it was determined that the community rate pay schedule is a more appropriate fit for the classification than in the Art, Design, Recreation, Media, & Entertainment (G) occupational group. All incumbents classified as the Television & Video Production Support Technician are on-call employees who do not work traditional year-round schedules. The pay grade recommendation for this class was based on a comparison between the current range minimum of 615-G (\$38,615 or \$18.56 per hour) and the new range minimum of 122-Z (\$18.67 per hour).

Employee Impact:

Changes to the Community Rate pay schedule impact 42 employees in that their pay will fall below the range minimum of the new pay grade/range. As a result, the pay rates for these employees will move to the range minimum. All other employees will move pay to pay.

Budget Impact:

There is an estimated monthly budget impact of \$2,504.67, which covers 42 on-call employees that will be moved to the range minimum. The budget impact by agency is as follows:

- Parks & Recreation - \$2,468.25 (40 employees)
- Technology Services - \$36.42 (2 employees)

The calculated budget impact is based on a full time equivalent (40 hours per week, 52 weeks per year); however, the actual budget impact is expected to be significantly less given the nature of the on-call work and the fact that on-call employees are not scheduled to work on a full time basis.

Organizational Data:

The organizational structure will vary depending on how the classifications are used across the city.



Effective Date:

Career Service Rule 7-37A) 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 workweek following approval by the Board.