

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 # 1380.**

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 adding the Veterinary Assistant (606-O) and Animal Control Investigator I (613-N). Also, revising the job specification and changing the title of Animal Control Investigator (615-N) and Public Health Veterinarian (812-O) to Animal Control Investigator II and Shelter Veterinarian, respectively. Another proposed change is revising the job specification and pay grade change for Animal Care Supervisor from 609-J to 801-O and Veterinary Technician from 606-O to 608-O. Finally, the proposed change amends the Classification and Pay Plan by abolishing the classes of Lead Animal Control Investigator, Zoo Veterinarian, and Zoo Veterinarian Hourly.

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:**

\$1,375/year from employees moving to the minimum of the pay range.

POSTING IS REQUIRED

Classification Notice No. 1380

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 7, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the Veterinary Assistant (606-O) and Animal Control Investigator I (613-N). Also, revising the job specification and changing the title of Animal Control Investigator (615-N) and Public Health Veterinarian (812-O) to Animal Control Investigator II and Shelter Veterinarian, respectively. Another proposed change is revising the job specification and pay grade change for Animal Care Supervisor from 609-J to 801-O and Veterinary Technician from 606-O to 608-O. Finally, the proposed change amends the Classification and Pay Plan by abolishing the classes of Lead Animal Control Investigator, Zoo Veterinarian, and Zoo Veterinarian Hourly.

The Department of Environmental Health asked the Office of Human Resources to assist the Denver Animal Care and Control (ACC) with its reorganization. After the reorganization was completed, OHR created two new classes for the ACC, the Animal Control Investigator I and the Veterinary Assistant. Both of these classes were created to meet the current and future needs in the ACC.

In creating the Animal Control Investigator I class, OHR wants to change the title of the Animal Control Investigator class to Animal Control Investigator II. This defines the series and allows the shelter to have entry level and full performance classes.

The ACC requested that OHR change the title of the Public Health Veterinarian to Shelter Veterinarian which is more descriptive of the work.

The Animal Care Supervisor class has recently been used as a full performance supervisor rather than a working supervisor. Consequently, OHR is recommending that the Animal Care Supervisor be changed to an exempt class. The Animal Care Supervisor will be responsible for supervising Animal Care Attendants and Veterinary Assistants.

The Veterinary Technician class is part of this study as OHR wants to change the pay grade of the class based on market data.

Additionally, the ACC wants to abolish the Lead Animal Control Investigator class as the shelter found that the lead workers were performing the work of an Animal Control Supervisors. These employees have been reallocated to the Animal Control Supervisor class so the lead class is no longer needed.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CO2802	Veterinary Assistant	606 O (\$28,927 - \$42,233)
CN2803	Animal Control Investigator I	613 N (\$34,642 - \$50,577)

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CN1809	Animal Control Investigator	615 N (\$37,866 - \$55,284)
CO2712	Public Health Veterinarian	812 O (\$70,417 - \$112,668)

Proposed Title
Animal Control Investigator II
Shelter Veterinarian

REVISED CLASS SPECIFICATION INCLUDING PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>
CJ2473	Animal Care Supervisor
CO2649	Veterinary Technician

<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
609 J (\$29,290 - \$41,298)	801 O (\$33,801 - \$54,081)
606 O (\$28,927 - \$42,233)	608 O (\$31,619 - \$46,164)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>
CN2454	Lead Animal Control Investigator
CO2713	Zoo Veterinarian
CO2714	Zoo Veterinarian Hourly

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.

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Supervisory Level:

2 - Veterinary Assistant
6 - Animal Care Supervisor
3 - Veterinary Technician
3 - Shelter Veterinarian
3 - Animal Control Investigator I
3 - Animal Control Investigator II

EEO Code:

5 - Veterinary Assistant
5 - Veterinary Technician
3 - Animal Control Investigator I
3 - Animal Control Investigator II
5 - Animal Care Supervisor
2 - Shelter Veterinarian

Medical Group:

All classes are M – Medium Physical Medical Group.

FLSA:

The Veterinary Assistant, Veterinary Technician, Animal Control Investigator I, and Animal Control Investigator II are non-exempt classes.

The Animal Care Supervisor and the Shelter Veterinarian are exempt classes.

Synopsis:

The Department of Environmental Health asked the Office of Human Resources to assist the Denver Animal Care and Control (ACC) with its reorganization. After the reorganization was completed, OHR created two new classes for the ACC, the Animal Control Investigator I and the Veterinary Assistant. Both of these classes were created to meet the current and future needs in the ACC. The Animal Control Investigator I class was created as an entry level class for the Animal Control Section. The ACC now hires applicants at the full performance level, although, the section generally has to train most new employees for at least 6 months to a year in order for the employees to perform at the full performance level. Therefore, an entry level class was needed by the shelter. This class also provides a career path for employees.

The Veterinary Assistant class will be used in the Animal Care Section. The Veterinary Assistant class requires employees and applicants to possess a certificate from a Veterinary Assistant Program. This program prepares employees to assist a veterinarian or a Veterinary Technician with a variety of basic health care duties and treatments, perform simple laboratory tests, and conduct formal behavioral assessments. A Veterinary Assistant is also responsible for performing lead work over Animal Care Attendants and performing the same duties as an Animal Care Attendant. This class also provides a career path for employees.

In creating the Animal Control Investigator I class, OHR wants to change the title of the Animal Control Investigator class to Animal Control Investigator II. This defines the series and allows the shelter to have entry level and full performance classes.

The ACC requested that OHR change the title of the Public Health Veterinarian to Shelter Veterinarian which is more descriptive of the work.

The Animal Care Supervisor class has recently been used as a full performance supervisor rather than a working supervisor. Consequently, OHR is recommending that the Animal Care Supervisor be changed to an exempt class. The Animal Care Supervisor will be responsible for supervising Animal Care Attendants and Veterinary Assistants.

The Veterinary Technician class is part of this study as OHR wants to change the pay grade of the class based on market data.

Additionally, the ACC wants to abolish the Lead Animal Control Investigator class as the shelter found that the lead workers were performing the work of an Animal Control Supervisors. These employees have been reallocated to the Animal Control Supervisor class so the lead class is no longer needed.

Pay Rationale:

To determine the appropriate pay grade for the classifications included in the Animal Care and Control Study, OHR based its recommendations on both internal relationships and external market comparisons.

Veterinary Technician:

A combination of market data from Mountain States Employers Council (MSEC) and internal relationships was used to determine the appropriate pay grade for the Veterinary Technician. The average actual rate of pay for a Veterinary Technician from MSEC's survey for the Society of Animal Welfare Administrators is \$38,727. This pay rate corresponds to the midpoint of pay grade 608-O (\$31,619-\$46,164), which is \$38,891, creating a percent difference of 0.42%.

Veterinary Assistant

It is recommended that the Veterinary Assistant be compensated at 606 O. This recommendation follows OHR compensation practice of allowing 2 pay grades between classes in a series. Market data was not available on this class in the survey for the Society of Animal Welfare Administrators.

Animal Control Investigator I

It is recommended that the pay grade for the Animal Control Investigator I class be established at 613 N. The Animal Control Investigator II (formally Animal Control Investigator) class is a bench mark and compensated at 615 N. Consequently, the pay recommendation for the Animal Control Investigator I class is a -2 pay grades from the Animal

Control Investigator II class. This recommendation follows OHR compensation practice of allowing a two pay grade difference in classes in series.

Animal Care Supervisor

It is recommended that the Animal Care Supervisor be compensated at 801 O. This recommendation is based on OHR compensation practice of compensating supervisors two to three pay grades higher than the highest employee classification. There will be a difference of 16% between the highest level class supervised by an Animal Care Supervisor.

Additionally, it is recommended that the Animal Care Supervisor class be moved to the Healthcare Occupational Group. The Animal Care Supervisor will be responsible for supervising Veterinary Assistants which are recommended to be placed in the Healthcare Occupational Group. Further, the educational requirement for the Animal Care Supervisor has been changed to require an Associate's Degree in Animal Science or a closely related field.

Employee Impact:

One employee will receive an increase of \$1,375.00 per year. This brings the employee up to the range minimum. All other employees will move pay to pay.

Budget Impact:

The budget impact is \$1,375.00 per year.

Organizational Data:

The classes involved in this study are all used at the Denver ACC. Animal Care Attendants and Veterinary Assistants report to Animal Care Supervisors. Animal Control Investigator I and Animal Control Investigator II classes report to Animal Control Investigator Supervisors. Animal Care Supervisors, Animal Control Investigator Supervisors, and Veterinary Technicians report to employees classified as Operational Supervisor II.

Effective Date 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.