

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: June 22, 2018

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

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
- Dedication/Vacation** **Appropriation/Supplemental** **DRMC Change**
- Other: Classification & Pay Plan Update**

2. Title: Approves Classification Notice #1566

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Greg Thress	Name: Nicole De Gioia-Keane
Email: Gregory.thress@denvergov.org	Email: Nicole.degioia-keane@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The proposed change amends the Classification and Pay Plan by creating new classifications of IT Asset Management Analyst Associate, IT Asset Management Analyst Senior, IT Web Administrator Associate, IT Middleware Engineer Associate, IT Middleware Engineer Senior, IT Database Developer Associate, IT Database Developer Senior, IT Enterprise Architect Associate, and IT Enterprise Architect Senior. The proposed change also amends the Classification & Pay Plan by changing the title of Webmaster to IT Web Administrator Senior.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1566

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: May 25, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of IT Asset Management Analyst Associate, IT Asset Management Analyst Senior, IT Web Administrator, IT Middleware Engineer Associate, IT Middleware Engineer Senior, IT Database Developer Associate, IT Database Developer Senior, IT Enterprise Architect Associate, and IT Enterprise Architect Senior. The proposed change also amends the Classification & Pay Plan by changing the title of Webmaster to IT Web Administrator Senior.

The proposed new job classifications are part of the Technology Services (TS) Classification Study for 2018. TS has recognized that they have had challenges maintaining and updating their job specifications to keep up with the evolving information technology field. As new types of IT jobs have been added to the City and County of Denver, they have placed new incumbents into the most reasonable job specification that is available, which do not align with the current market. The Classification and Compensation Division of the Office of Human Resources has been working with TS to update and create new job classification series based on the city's needs and market trends. This will be very beneficial during the recruitment process ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are in the correct job classification and are being compensated based on market data for the correct job classification.

NEW CLASSIFICATIONS

Proposed Title

Proposed Pay Grade

IT Asset Management Analyst Associate	I-808 (\$52,602–\$68,383–\$84,163)
IT Asset Management Analyst Senior	I-810 (\$60,112–\$78,146–\$96,179)
IT Web Administrator Associate	I-809 (\$56,232–\$73,102–\$89,971)
IT Middleware Engineer Associate	I-812 (\$68,694–\$89,302–\$109,910)
IT Middleware Engineer Senior	I-816 (\$89,708–\$116,621–\$143,533)
IT Database Developer Associate	I-813 (\$73,434–\$95,464–\$117,494)
IT Database Developer Senior	I-816 (\$89,708–\$116,621–\$143,533)
IT Enterprise Architect Associate	I-816 (\$89,708–\$116,621–\$143,533)
IT Enterprise Architect Senior	I-817 (\$95,898–\$124,668–\$153,437)

TITLE CHANGE ONLY

Current Title

Proposed Title

Webmaster IT Web Administrator Senior

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board, but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday, June 7, 2018 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 7, 2018**. 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, June 5, 2018**.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Public Hearing: Yes No in accordance with Career Service Rule 7-21.

Analyst Name: Greg Thress, Classification and Compensation Analyst

Date: May 23, 2018

NEW CLASSIFICATION(S)

Job Code	Proposed Class Title		Proposed Pay Grade & Range
CI3083	IT Asset Management Analyst Associate	I-808	52,602 – 68,383 – 84,163
CI3084	IT Asset Management Analyst Senior	I-810	60,112 – 78,146 – 96,179
CI3085	IT Web Administrator Associate	I-809	56,232 – 73,102 – 89,971
CI3086	IT Middleware Engineer Associate	I-812	68,694 – 89,302 – 109,910
CI3087	IT Middleware Engineer Senior	I-816	89,708 – 116,621 – 143,533
CI3088	IT Database Developer Associate	I-813	73,434 – 95,464 – 117,494
CI3089	IT Database Developer Senior	I-816	89,708 – 116,621 – 143,533
CI3090	IT Enterprise Architect Associate	I-816	89,708 – 116,621 – 143,533
CI3091	IT Enterprise Architect Senior	I-817	95,898 – 124,668 – 153,437

Supervisory Level	EEO Code	Medical Group	FLSA
10 – None/Incidental	2 – Professional	Sedentary	Exempt
10 – None/Incidental	2 – Professional	Sedentary	Exempt
10 – None/Incidental	2 – Professional	Sedentary	Exempt
10 – None/Incidental	2 – Professional	Sedentary	Exempt
10 – None/Incidental	2 – Professional	Sedentary	Exempt
10 – None/Incidental	2 – Professional	Sedentary	Exempt
10 – None/Incidental	2 – Professional	Sedentary	Exempt
10 – None/Incidental	2 – Professional	Sedentary	Exempt
10 – None/Incidental	2 – Professional	Sedentary	Exempt

CLASSIFICATION TITLE CHANGE(S)

Job Code	Current Class Title	Proposed Class Title	Current Pay Grade & Range
CI0349	Webmaster	IT Web Administrator Senior	I-811 64,260 – 83,538 – 105,816

Synopsis: The proposed new job classifications are part of the Technology Services (TS) Classification Study for 2018. TS has recognized that they have had challenges maintaining and updating their job specifications to keep up with the evolving information technology field. As new types of IT jobs have been added to the City and County of Denver, they have placed new incumbents into the most reasonable job specification that is available, which do not align with the current market. The Classification and Compensation Division of the Office of Human Resources has been working with TS to update and create new job classification series based on the city’s needs and market trends. This will be very beneficial during the recruitment process ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are in the correct job classification and are being compensated based on market data for the correct job classification.

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Pay Rationale: Published survey data was used from Mercer 2016 aged Benchmark Salary Survey, Mercer is a national HR Consulting organization and from the local Employer’s Council’s 2017 Information Technology Compensation survey. Market survey data was available for the Asset Management Analyst Associate job class, Database Developer series, Enterprise Architect series, Middleware Engineer series, and the Web Administrator series. Market data was not available for the senior level Asset Management Analyst, so based on the city’s current compensation practice, the pay grade was set two grades higher than the associate level. Pay ranges were assigned based on Mercer’s midpoint range data, which then was geographically adjusted to the Denver market. The city’s pay range whose midpoint was the closed to Mercer’s midpoint data was assigned. Market data from Employer’s Council was based on the positions range minimum and maximum.

Benchmark: The following benchmark information was obtained from the Mercer National Salary Survey:

CCD Job Classification Title	matched to Mercer’s Survey Job Code and Position Title
IT Asset Management Analyst Associate	310.673.330 IT Asset Mgmt Administrator Specialist
IT Database Developer Associate	320.398.351 Database Engineer Experienced
IT Database Developer Senior	320.398.341 Database Engineer Senior
IT Enterprise Architect Associate	320.381.350 Enterprise Architect Experienced
IT Enterprise Architect Senior matched to	320.381.340 Enterprise Architect Senior
IT Middleware Engineer Associate	320.425.350 Middleware Analyst Experienced
IT Middleware Engineer Senior	320.425.330 Middleware Analyst Specialist
IT Web Administrator Associate	330.432.350 Web Administrator Experienced
IT Web Administrator Senior	330.432.340 Web Administrator Senior

The following benchmark information was obtained from the local Employer’s Council (EC) Information Technology Salary Survey:

CCD Job Classification Title	matched to EC’s Survey Job Code and Position Title
IT Web Administrator Associate	48215 Web Administrator Journey Level
IT Web Administrator Senior	48464 Web Administrator Senior Level

For the Asset Management Analyst series, data from Mercer was used to establish the pay grades for only the Associate level. The market average midpoint for the Associate level is \$69,367, compared to the midpoint of pay grade I-808, which is \$68,383. The market midpoint represents a 1.4% difference from the city’s range midpoint. By establishing the Asset Management Analyst Associate class at pay grade I-808 as the anchor point and utilizing the standard compensation practice of a two pay grade difference would establish the Asset Management Analyst Senior pay grade at I-810.

For the Database Developer series, data from Mercer was used to establish pay grades for both Associate and Senior levels. The market midpoint for the Associate level is \$96,247, compared to the midpoint of pay grade I-813, which is \$95,464. The market midpoint represents a -0.6% difference from the city’s range midpoint. The market midpoint for the Senior level is \$118,754, compared to the midpoint of pay grade I-816, which is \$116,621. The market midpoint represents a 1.8% difference from the city’s range midpoint.

For the Enterprise Architect series, data from Mercer was used to establish pay grades for both Associate and Senior levels. The market midpoint for the Associate level is \$114,036, compared to the midpoint of pay grade

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I-816, which is \$116,621. The market midpoint represents a 2.3% difference from the city's range midpoint. The market midpoint for the Senior level is \$123,876, compared to the midpoint of pay grade I-817, which is \$124,668. The market midpoint represents a 0.6% difference from the city's range midpoint.

For the Middleware Engineer series, data from Mercer was used to establish pay grades for both Associate and Senior levels. The market midpoint for the Associate level is \$89,744, compared to the midpoint of pay grade I-812, which is \$89,302. The market midpoint represents a -0.5% difference from the city's range midpoint. The market midpoint for the Senior level is \$116,149, compared to the midpoint of pay grade I-816, which is \$116,621. The market midpoint represents a 0.4% difference from the city's range midpoint.

For the Web Administrator series, data from Mercer and Employer's Council was used to establish pay grades for both Associate and Senior levels. The market average midpoint for the Associate level is \$74,954, compared to the midpoint of pay grade I-809, which is \$73,102. The market midpoint represents a 2.5% difference from the city's range midpoint. The market midpoint for the Senior level is \$85,100, compared to the midpoint of pay grade I-811, which is \$83,538. The market midpoint represents a 1.9% difference from the city's range midpoint.

Employee and Budget Impact:

It is anticipated that three TS employees will be reallocated from Management Analyst II job classification to IT Asset Management Analyst Associate with no budget impact.

It is anticipated that three TS employees will be reallocated to the IT Enterprise Architect Senior; two from CI2857 Application Architect II and one from Administrator II job classification with no budget impact.

It is anticipated that two TS employees and one DEN will be reallocated from the Enterprise Resource Planning Applications Administrator II job classification to the IT Middleware Engineer Senior with no budget impact.

Effective Date Rule:

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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 OHR Executive Director or Board, but use for longer than six months is contingent upon City Council approval.

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