

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: **January 7, 2019**

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 Notices #1570, 1572, 1573, 1575, 1577, 1579, 1580

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: Blair Malloy	Name: Blair Malloy
Email: blair.malloy@denvergov.org	Email: blair.malloy@denvergov.org

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

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

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: BR19 0015

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: BR19 0015

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1570

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 18, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of the classification of 911 Emergency Communication Supervisor.

The Denver 911 Communication Center requested OHR review the Emergency Communication Supervisor classification pay grade. There are 13 employees in the 911 Emergency Communication Supervisor classification at the N-809 pay grade. It is recommended to change the pay grade to N-811 based on market data.

PAY GRADE CHANGE

Classification Title

911 Emergency Communication Supervisor

Current Pay Grade

N-809(\$53,694-\$69,802-\$85,910)

Proposed Pay Grade

N-811(\$61,360-\$79,768-\$98,176)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Monday, August 6, 2018**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

Analyst Name: Susan O’Neill
Impacted Department(s): Denver 911 Communication Center
Date: 7/11/18

CLASSIFICATION PAY GRADE CHANGE

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CN3039	911 Emergency Communication Supervisor	N-809(\$53,694-69,802-85,910)	N-811(\$61,360-79,768-98,176)

Synopsis:

The Denver 911 Communication Center requested OHR review the Emergency Communication Supervisor classification pay grade. There are 13 employees in the 911 Emergency Communication Supervisor classification at the N-809 pay grade. It is recommended to change the pay grade to N-811 based on market data.

Pay Rationale: Market data indicates that the midpoint salary is \$78,952 and the closest range midpoint should be N-811. The market midpoint represents a 1.03 difference from the city’s range midpoint.

Benchmark: Employers Council, 2018 Public Employers Compensation Survey, Dispatch Supervisor.

Employee Impact: 13 employees will be reallocated from the N-809 to N-811 pay grade.

Budget Impact: Two employees will be moved to the minimum of the new range for an annualized budget impact of \$13,408.

Organizational Structure: The 911 Emergency Communication Supervisor has the following direct reports: 911 Emergency Communication Technician (N-616), 911 Dispatch Support Specialist (N-618), 911 Police Dispatcher (N-620) and 911 Lead Police Dispatcher (N-621). This position reports to Manager (A-814) who reports to Director of Emergency Communication Center (A-817) who reports to Deputy Director (A-821) who reports to Department of Safety Executive Director, an appointed position.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1572

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 24, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of the classification of Golf Course Operator from J-619 to J-808.

The Department of Parks and Recreation, Golf Division, requested the Office of Human Resources to analyze the FLSA exemption status of the Golf Course Operator.

The Golf Course Operator is currently a non-exempt classification. The OHR Compensation Division partnered with the City Attorney's Office to review the FLSA exemption criteria for professional employees and conclude that based on the duties and responsibilities of this classification, changing the exemption status of the Golf Course Operator to exempt is warranted.

PAY GRADE CHANGE

Classification Title

Golf Course Operator

Current Pay Grade

J-619(\$22.95-\$28.23-\$33.51)

Proposed Pay Grade

J-808(\$49,911-\$64,885-\$79,858)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 6, 2018**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

Public Hearing: Golf Course Operator

Analyst Name: John Hoffman

Date: August 17, 2018

CLASSIFICATION PAY GRADE CHANGE

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CJ2527	Golf Course Operator	J-619	J-808

Synopsis:

The Department of Parks and Recreation, Golf Division, requested the Office of Human Resources to analyze the FLSA exemption status of the Golf Course Operator.

The Golf Course Operator is currently a non-exempt classification. The OHR Compensation Division partnered with the City Attorney's Office to review the FLSA exemption criteria for professional employees and conclude that based on the duties and responsibilities of this classification, changing the exemption status of the Golf Course Operator to exempt is warranted.

Pay Rationale:

The Golf Course Operator is being reallocated to the J-808 pay grade, which is the entry pay grade within the Maintenance and Operations exempt salary structure.

This will result in a 10.51% pay increase between the J-619 midpoint salary point of \$58,718 and the J-808 pay grade midpoint of \$64,885.

Budget Impact:

There is no budget impact with the implementation of this study.

Organizational Structure:

The Golf Course Operator reports directly to the Director of Golf and supervises non-exempt employees in the management of operations at the Harvard Gulch and Aqua Golf Courses.

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 Page issuance date: April 20, 2018 7-7 changes to the classification and pay plan may be used upon approval by the OHR Executive Director or Board, but the use for longer than six months is contingent upon City Council approval.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1573

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 31, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Legislative Policy Analyst Senior at pay grade A-814. The proposed change also amends the Classification and Pay Plan by changing the title of Legislative Assistant to Council Deputy Clerk, City Council Clerk to Council Clerk, and City Council Legislative Analyst to Legislative Policy Analyst.

City Council recently asked OHR to review its current classification structure within the central office. Specifically, they asked OHR to update the existing classification titles to better align with the work performed. Additionally, the central office requested a new classification to distinguish levels and create a career path for individuals performing policy analysis work.

NEW CLASSIFICATION

<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
Legislative Policy Analyst Senior	A-814 (\$81,572-\$106,044-\$130,515)

TITLE CHANGES

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Legislative Assistant	Council Deputy Clerk
City Council Clerk	Council Clerk
City Council Legislative Analyst	Legislative Policy Analyst

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 13, 2018**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

Analyst Name: Blair Malloy

Impacted Department(s): City Council

Date: 8/7/18

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
YA3101	Legislative Policy Analyst Senior	A-814 (\$81,572-106,044-130,515)

CLASSIFICATION TITLE CHANGE(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Current Pay Grade & Range</u>
YA2389	Legislative Assistant	Council Deputy Clerk	A-807 (\$51,133-66,473-81,813)
YA2304	City Council Clerk	Council Clerk	A-808 (\$54,661-71,060-87,458)
YA2457	City Council Legislative Analyst	Legislative Policy Analyst	A-812 (\$71,382-92,797-114,211)

Synopsis:

City Council recently asked OHR to review its current classification structure within the central office. Specifically, they asked OHR to update the existing classification titles to better align with the work performed. Additionally, the central office requested a new classification to distinguish levels and create a career path for individuals performing policy analysis work.

Pay Rationale:

A custom survey was conducted of local and national jurisdictions. Data indicated that the current pay grades for the Council Clerk, Legislative Policy Analyst, and Council Deputy Clerk are in line with the market. Data collected from the market should only be used when a sample size is representative of the population and the current city practice is to only use data with five (5) or more responses. Data collected from the custom survey for the Legislative Policy Analyst Senior reported insufficient data, with four (4) responses.

Instead, it is proposed to use existing compensation practice regarding internal relationships between the current Legislative Policy Analyst, A-812, and to establish the pay grade which will create a new class series, Legislative Policy Analyst Senior, at A-814. This will maintain the current city practice regarding internal relationships to provide a two-pay grade difference between class levels in a series.

Employee Impact:

This impacts two employees, whose title will change, and will have no impact to pay.

Budget Impact:

None – the existing employees are in existing titles at this time.

Organizational Structure:

These positions will report to the Executive Director of City Council, who reports to the City Council President, an elected official.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1575

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 21, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Parking Meter Technician at pay grade J-616.

OHR received individual position audits for a group of employees at Public Works who are involved in the maintenance, repair and troubleshooting of parking meters across the city. They're currently classified as Electrical Maintenance Workers. It was found that their current classification didn't accurately reflect the duties they are performing. It is proposed to create a new classification called Parking Meter Technician to describe the type and level of duties performed by these employees.

NEW CLASSIFICATION

Proposed Classification Title
Parking Meter Technician

Proposed Pay Grade
J-616 (\$20.08-\$24.70-\$29.32)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 4, 2018**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

Analyst Name: Alena Duran

Date: September 12, 2018

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3105	Parking Meter Technician	J-616 (\$20.08/\$24.70/\$29.32)

Synopsis:

OHR received individual position audits for a group of employees at Public Works who are involved in the maintenance, repair and troubleshooting of parking meters across the city. They're currently classified as Electrical Maintenance Workers. It was found that their current classification didn't accurately reflect the duties they are performing. It is proposed to create a new classification called Parking Meter Technician to describe the type and level of duties performed by these employees.

Pay Rationale:

It is recommended to place the Parking Meter Technician at pay grade J-616. A custom survey was sent to local and national comparable cities. Of the responses, it was determined that six were matches. All matches were from national comparable cities and were geographically adjusted. Based on those matches, the closest matching midpoint is J-616. The average midpoint for the six cities is \$24.96. The midpoint of J-616 is \$24.70. This will provide a difference of 1.05% to the market.

Employee Impact: There are 5 employees who will be reallocated from Electrical Maintenance Worker to Parking Meter Technician.

Budget Impact: There is no budget impact. All employees will go pay to pay

Organizational Structure: The Parking Meter Technician reports to a Crew Supervisor, who then reports to an Operational Supervisor I who then reports to a Manager at Public Works.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1577

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 9, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Mammography Technologist Lead at pay grade O-622.

Denver Health Medical Center submitted an audit request for a Career Service employee, requesting that this employee be reallocated to a Mammography Technologist Lead classification. This classification does not currently exist in the Career Service system but does within the Denver Health Medical Center’s personnel system. To create parity with Denver Health Medical Center, the Office of Human Resources is creating the same classification for the advancement of a Career Service employee.

NEW CLASSIFICATION

Proposed Classification Title

Mammography Technologist Lead

Proposed Pay Grade

O-622 (\$29.63-\$36.45-\$43.26)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, November 22, 2018**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: **BR19 0015**

Date Entered: _____

CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

Public Hearing: Mammography Technologist Lead

Analyst Name: John Hoffman

Date: November 1, 2018

NEW CLASSIFICATION AND PAY GRADE

<u>Job Code</u>	<u>New Class Title</u>	<u>Proposed Pay Grade</u>
CO3110	Mammography Technologist Lead	O-622

Synopsis:

Denver Health Medical Center submitted an audit request for a Career Service employee, requesting that this employee be reallocated to a Mammography Technologist Lead classification. This classification does not currently exist in the Career Service system but does within the Denver Health Medical Center's personnel system. To create parity with Denver Health Medical Center, the Office of Human Resources is creating the same classification for the advancement of a Career Service employee.

Pay Rationale:

As a compensation practice, dedicated lead worker positions are placed one pay grade above the positions they perform lead work over.

The Mammography Technologist is current compensated at the O-621 pay grade; therefore, the Mammography Technologist Lead will be compensated at the O-622 pay grade.

Budget Impact:

There is no budget impact with the creation of this new classification as the employee will move pay-to-pay within the recommended pay range upon reallocation.

Organizational Structure:

The Mammography Technologist Lead performs permanently assigned lead work over Mammography Technologists and reports to Medical Imaging Manager.

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 Page issuance date: April 20, 2018 7-7 changes to the classification and pay plan may be used upon approval by the OHR Executive Director or Board, but the use for longer than six months is contingent upon City Council approval.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1579

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 16, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adjusting the pay grades of County Court Marshal from N-619 to N-621 and the County Court Marshal Supervisor from N-809 to N-810.

The Denver County Court requested OHR review the County Court Marshal and County Court Marshal Supervisor job specification and classification pay grade due to difficulty in recruitment. It is recommended to change the pay grades to N-621 and N-810 respectively with no title changes.

PAY GRADE CHANGES

<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
County Court Marshal	N-619(\$23.08-\$28.39-\$33.70)	N-621(\$25.23-\$31.04-\$36.84)
County Court Marshal Supervisor	N-809(\$53,694-\$69,802-\$85,910)	N-810(\$57,399-\$74,619-\$91,838)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, November 29, 2018**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: **BR19 0015**

Date Entered: _____

CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

Analyst Name: Susan O'Neill
Impacted Department(s): Denver County Court
Date: 11/7/2018

CLASSIFICATION PAY GRADE CHANGE(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CN1866	County Court Marshal	N-619(\$23.08-\$28.39-\$33.70)	N-621(\$25.23-\$31.04-\$36.84)
CN1867	County Court Marshal Supervisor	N-809(\$53,694-\$69,802-\$85,910)	N-810(\$57,399-\$74,619-\$91,838)

Synopsis:

The Denver County Court requested OHR review the County Court Marshal and County Court Marshal Supervisor job specification and classification pay grade due to difficulty in recruitment. It is recommended to change the pay grades to N-621 and N-810 respectively with no title changes.

Pay Rationale:

A custom national and local market survey was conducted of local and national jurisdictions, and public safety data was used to determine the appropriate pay grade for the County Court Marshal. Market data provided data as did comparable midpoint data for public safety officers. For the County Court Marshal Supervisor, it is proposed to use the existing compensation practice regarding pay grade placement for Supervisors at a 10-15% increase above direct reports.

Employee Impact:

Six County Court Marshall employees will be reallocated from N-619 to N-621 and one County Court Marshal Supervisor will be reallocated from N-809 to N-810.

Budget Impact: None

Organizational Structure:

The County Court Marshal Supervisor reports to the Deputy Court Administrator who reports to the Court Administrator who reports to the Denver County Court Presiding Judge who reports to the citizens of Denver.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1580

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: December 7, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Maintenance Planner at paygrade A-808.

Denver International Airport has requested a new classification to support the maintenance division with facilities maintenance planning to schedule work projects and resources. This function promotes a sustainable and cost-effective approach to the maintenance work performed within this division.

NEW CLASSIFICATION

<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
Maintenance Planner	A-808 (\$54,661-\$71,060-\$87,458)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, December 20, 2018**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: **BR19 0015**

Date Entered: _____

CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

Analyst Name: Blair Malloy

Impacted Department(s): Denver International Airport

Date: 11/19/18

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CA3115	Maintenance Planner	A-808 (\$54,661-\$71,060-\$87,458)

Synopsis: Denver International Airport has requested a new classification to support the maintenance division with facilities maintenance planning to schedule work projects and resources. This function promotes a sustainable and cost-effective approach to the maintenance work performed within this division.

Pay Rationale: There is no data available in published survey data. Instead a custom survey was conducted in June 2018 of local and national municipalities and large airports. Data from national sources is adjusted to the Denver market using the ERI geographic assessor. The survey resulted in seven national municipalities and two airports who indicated matches to this type and level of work. There were insufficient actual rates of pay provided to report the median rate, so the range data will be used to establish the pay grade. The data provided indicated that the average midpoint is \$72,580. This rate is 1.71% above the midpoint of pay grade A-808, \$71,060 which is the recommended pay grade.

Employee Impact: This will impact three employees currently classified as Operations Coordinator in the Airport Infrastructure Maintenance (AIM) division, who will change title.

Budget Impact: There is no change in pay for the three impacted employees since there is no change in pay grade, only title.

Organizational Structure: These employees are in the asset management unit of AIM, which is part of the Sustainability group, under the Infrastructure Planning division, which is under the AIM senior leadership. AIM is under the Operations Division, who reports to the Chief Operations Officer of Denver International Airport, a Mayoral appointee.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0015

Date Entered: _____