

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 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 # 1360**

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 #1360 – Combination Inspector I (622-T), Combination Inspector II (624-T), Chief Trades Inspector (812-T) and Trades Inspector (621-T)** are new classes. **Public Safety Inspector (621-T)** is recommended for abolishment. The Community Planning and Development department has been working for several years on developing trades inspection staff that can perform inspections in more than one trades area. This saves the department time and is a more efficient use of resources. 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 and experience to inspect work in several trades areas at the same location. The department has established an extensive training program to assist employees in obtaining the needed training for obtaining the required licenses and/or certifications. There is no budget impact.

POSTING IS REQUIRED

Classification Notice No. 1360

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 adding Combination Inspector I (622-T), Combination Inspector II (624-T), Chief Combination Inspector (812-T) and Trades Inspector (621-T). We are also abolishing Public Safety Inspector (621-T).

The Community Planning and Development department has been working for several years on developing trades inspection staff that can perform inspections in more than one trades area. This saves the department time and is a more efficient use of resources. 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 and experience to inspect work in several trades areas at the same location. The department has established an extensive training program to assist employees in obtaining the needed training for obtaining the required licenses and/or certifications.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CT2438	Combination Inspector I	622 T (\$47,038 - \$68,660)
CT2439	Combination Inspector II	624 T (\$51,401 - \$75,035)
CT2440	Chief Combination Inspector	812 T (\$56,188 - \$89,652)
CT2437	Trades Inspector	621 T (\$44,989 - \$65,666)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CT0172	Public Safety Inspector	621 T

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, Career Service Authority, in care of Alena Martinez 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 at (720) 913-5168 no later than noon on **Tuesday, March 13, 2012**.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CT2437	Trades Inspector	621 T (\$44,989 - \$65,666)
CT2438	Combination Inspector I	622 T (\$47,038 - \$68,660)
CT2439	Combination Inspector II	624 T (\$51,401 - \$75,035)
CT2440	Chief Combination Inspector	812 T (\$56,188 - \$89,652)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CT0172	Public Safety Inspector	621 T

Supervisory Level:

3 – None/Incidental	Trades Inspector
3 – None/Incidental	Combination Inspector I
3 – None/Incidental	Combination Inspector II
6 – First Level Supervisor	Chief Combination Inspector

EEO Code:

7 – Skilled Craft	Trades Inspector
7 – Skilled Craft	Combination Inspector I
7 – Skilled Craft	Combination Inspector II
7 – Skilled Craft	Chief Combination Inspector

Medical Group:

M – Medium Physical	Trades Inspector
M – Medium Physical	Combination Inspector I
M – Medium Physical	Combination Inspector II
M – Medium Physical	Chief Combination Inspector

FLSA:

The Trades Inspector, Combination Inspector I, and Combination Inspector II classes are non-exempt. The Chief Combination Inspector is exempt.

Synopsis:

The Community Planning and Development department has been working for several years on developing trades inspection staff that can perform inspections in more than one trades area. This saves the department time and is a more efficient use of resources. 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 and experience to inspect work in several trades areas at the same location. The department has established an extensive training program to assist employees in obtaining the needed training for obtaining the required licenses and/or certifications.

CSA has worked with CPD on this project and now the department is ready for new classes that reflect this change. Therefore, CSA created four new classes, the Trades Inspector, Combination Inspector I, Combination Inspector II, and Chief Combination Inspector. CSA is abolishing the Public Safety Inspector class which the department no longer uses.

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.

Addendum:

CSA staff brought this class notice to the Career Service Board for approval in the Fall of 2011. The Board placed this Class Notice on hold based on the belief that the employees in the department did not know enough about this project or the training program. Since then CPD has worked very closely with employees to ensure they know the details and purpose of the new classes and the training program. The department has also worked with employees in each trades area as subject matter experts to refine the training program and determine how much on-the-job training is needed for

employees to be proficient in a new trades area(s). Additionally, the department and CSA have ensured that all employees have had an opportunity to review the training program and other requirements and to offer comments and suggestions.

Pay Rationale:

The pay recommendations for the study follow:

Trades Inspector	621 T
Combination Inspector I	622 T
Combination Inspector II	624 T
Chief Combination Inspector	812 T

Trades Inspector

The current trades inspector classes (Construction, Electrical, Mechanical, and Plumbing) are compensated at 621 T. A pay grade change is not recommended.

Combination Inspector I

It is recommended that the Combination Inspector I class be compensated at 622 T. Market survey data was found that matches the duties performed by the Combination Inspector I in the 2011 Colorado Municipal League Survey (CML) which matches to the Building Inspector II. A review of the average pay data for the market range midpoints is 2.1% below the City's pay grade range midpoint of pay grade 622 T and the market range median is 2.17% below the City's midpoint. This recommendation is appropriate since the difference between the city's pay grades is 4.55%

Combination Inspector II

It is recommended that the Combination Inspector II class be compensated at 624 T. Market data was not available for this class; therefore, internal equity and CSA compensation practices will be utilized to determine the correct pay grade. It is CSA compensation practice to allow a two pay grade difference between classes in a series. This pay recommendation also follows the pay grade differences between other inspector classes such as the City Inspector Series (City Inspector, 615 N, Associate City Inspector, 617 N, and Senior City Inspector, 619 N) and the Right-of-Way Enforcement Series (Right-of-Way Enforcement Agent I, 613 N and Right-of-Way Enforcement Agent II, 615 N).

Chief Combination Inspector

It is recommended that the Chief Combination Inspector be compensated at 812 T. This recommendation is based on CSA compensation practice that allows two to three pay grades or 10% to 15% between a supervisor and the highest level subordinate.

Employee Impact:

Employees will be reallocated at a later date and/or when they successfully complete the Training Program and on-the-job training.

Budget Impact:

There is no budget impact.

Organizational Data:

A Trades Inspector reports to a Chief Trades Inspector. A Combination Inspector I and Combination Inspector II report to either a Chief Trades Inspector or a Chief Combination Inspector. The Chief Trades Inspector and Chief Combination Inspector classes will reports to a Manager 2.

Effective Date Rule:

Section 7-37 A

If it is determined, as a result of an audit or a maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting reallocations shall be the beginning of the first work week following approval by the Board.