

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: **August 7, 2015**

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 #1506**

3. Requesting Agency: Office of Human Resources

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

- Name: Alena Duran
- Phone: 720-913-5726
- Email: alena.duran@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: Meredith Creme
- Phone: 720-913-5722
- Email: meredith.creme@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 changing pay grades and classification titles as described below. Additionally, the proposed change establishes nine (9) new classifications and abolishes the classification of Accounting Technician.

7. Is there any controversy surrounding this ordinance? (groups or individuals who may have concerns about it?)
Please explain.

None known

8. Budget Impact:

The initial cost of implementing this study is \$77,369. Of the 280 employees in the study, 31 were identified as being below the entry-rate of the proposed pay grade for which they will be reallocated.

Classification Notice No. 1506

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: July 2, 2015
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing pay grades and classification titles as described below. Additionally, the proposed change establishes nine (9) new classifications and abolishes the classification of Accounting Technician.

The Finance & Accounting Study was initiated as part of a maintenance plan to review occupational categories as a whole to ensure that our classifications are aligned with market benchmarks and that our job specifications reflect the work being performed by employees. Areas under review included: clerical accounting, professional accounting, budgeting, finance, fiscal administration, and auditing.

This study impacted 25 agencies, departments, and independent organizations and 280 employees. Major phases within the study included: employees completing a Job Analysis Questionnaire (JAQ), staff reviewing all JAQs to determine area of focus and level of classification, refining class concepts with agencies, departments, and independent organizations, revising and creating new job specifications, conducting an analysis of market rates of pay and internal pay relationships for all classifications, and upon approval, reallocating employees into the new or revised classifications based on their duties and responsibilities.

Revised Class Specifications and Pay Grade Changes

<u>Current Title:</u>	<u>Proposed Title:</u>	<u>Current Grade:</u>	<u>Proposed Pay Grade:</u>
Accounting Assistant I	Accounting Technician I	612-V (\$35,561-\$51,919)	612-V (\$35,561-\$51,919)
Accounting Assistant II	Accounting Technician II	613-V (\$37,179-\$54,281)	614-V (\$38,871-\$56,752)
Operational Supervisor I	Fiscal Operational Supervisor I	808-V (\$50,758-\$81,213)	808-V (\$50,758-\$81,213)
Staff Accountant	Staff Accountant	616-V (\$42,489-\$62,034)	618-V (\$46,443-\$67,807)
Associate Accountant	Associate Accountant	806-V (\$44,417-\$71,067)	808-V (\$50,758-\$81,213)
Senior Accountant	Senior Accountant	808-V (\$50,758-\$81,213)	810-V (\$58,004-\$92,806)
Accounting Supervisor	Accounting Supervisor	811-V (62,006-\$99,210)	812-V (\$66,284-\$106,054)
Staff Agency Budget	Analyst Staff Budget Analyst	616-V (\$42,489-\$62,034)	619-V (\$48,556-\$70,892)
Assoc Agncy Budget Analyst	Associate Budget Analyst	807-V (\$47,482-\$75,971)	809-V (\$54,260-\$86,816)
Sr Agency Budget Analyst	Senior Budget Analyst	809-V (\$54,260-\$86,816)	811-V (\$62,006-\$99,210)
Staff Financial Mgmt Analyst	Staff Financial Analyst	618-V (\$46,443-\$67,807)	619-V (\$48,556-\$70,892)
Assoc Fin Mgmt Analyst	Associate Financial Analyst	808-V (\$50,758-\$81,213)	809-V (\$54,260-\$86,816)
Sr Financial Mgmt Analyst	Senior Financial Analyst	810-V (\$58,004-\$92,806)	811-V (\$62,006-\$99,210)
Financial Mgmt Specialist	Financial Analyst Specialist	812-V (\$66,284-\$106,054)	813-V (\$70,858-\$113,373)
Administrator I (V)	Fiscal Administrator I	812-V (\$66,284-\$106,054)	812-V (\$66,284-\$106,054)
Administrator II (V)	Fiscal Administrator II	814-V (\$75,747-\$121,195)	814-V (\$75,747-\$121,195)
Administrator III (V)	Fiscal Administrator III	816-V (\$86,561-\$138,498)	816-V (\$86,561-\$138,498)

New Classifications and Pay Grade Recommendations

<u>Proposed Classification Title:</u>	<u>Proposed Pay Grade:</u>
Fiscal Operational Supervisor II	810-V (\$58,004-\$92,806)
Accounting Specialist	812-V (\$66,284-\$106,054)
Budget Analyst Specialist	813-V (\$70,858-\$113,373)
Budget Analyst Supervisor	813-V (\$70,858-\$113,373)
Financial Analyst Supervisor	813-V (\$70,858-\$113,373)

Abolishment

<u>Classification Title:</u>	<u>Pay Grade:</u>
Accounting Technician	613-V (\$37,179-\$54,281)

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 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.”

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 July 16, 2015 at 9:00 a.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Meredith Crème meredith.creme@denvergov.org Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, July 15, 2015**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday July 14, 2015**.