

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: **June 21, 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 # 1388.**

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 classifications of Crime Scene Investigator I (618-E), Crime Scene Investigator II (620-E) and Crime Scene Supervisor (623-E).

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:

None.

POSTING IS REQUIRED

Classification Notice No. 1388

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: June 20, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Crime Scene Investigator I (618-E), Crime Scene Investigator II (620-E) and Crime Scene Supervisor (623-E).

As part of the Denver Police Department's reorganization, the Police Chief asked the Office of Human Resources to create new classifications for the crime scene investigations unit of the crime lab. A new classification series, comprising three classifications is proposed: Crime Scene Investigator I, Crime Scene Investigator II, and Crime Scene Supervisor. These classifications will be responsible for collecting and preserving evidence at crime scenes

NEW CLASS

<u>Classification Title:</u>	<u>Job Code</u>	<u>Pay Grade & Range</u>
Crime Scene Investigator I	CE2825	618-E (\$42,512 – 62,068)
Crime Scene Investigator II	CE2826	620-E (\$46,468 – 67,843)
Crime Scene Supervisor	CE2827	623-E (\$53,103 – 77,530)

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.

NEW CLASSES

<u>Job Code:</u>	<u>Classification Title:</u>
CE2825	Crime Scene Investigator I
CE2826	Crime Scene Investigator II
CE2827	Crime Scene Supervisor

Proposed Pay Grade
618-E (\$42,512 – 62,068)
620-E (\$46,468 – 67,843)
623-E (\$53,103 – 77,530)

Supervisory Level:
3 – None-Incidental
2 – Leadworker
6 – First level supervisor

EEO Code:
2 – Professionals

Medical Group:
Medium Physical

FLSA:
Non-Exempt
Non-Exempt
Non-Exempt

Synopsis:
As part of the Denver Police Department's reorganization, the Police Chief asked the Office of Human Resources to create new classifications for the crime scene investigations unit of the crime lab. A new classification series, comprising three classifications is proposed: Crime Scene Investigator I, Crime Scene Investigator II, and Crime Scene Supervisor. These classifications will be responsible for collecting and preserving evidence at crime scenes.

Pay Rationale:

Market data was collected from a custom survey of national police departments with a similar department structure. The survey received a 50% response rate. National data was adjusted to the Denver market using a cost-of-living factor for each response. Only civilian positions were used in the analysis; any organization's response of sworn was omitted in the analysis. Two central tendency measures were calculated for each position surveyed: simple average and median for the average pay rate, range minimum, range midpoint, and range maximum.

The Crime Scene Investigator II, the full-performance level, will be used to set the pay grades for the entire series. It is recommended to set the pay for the Crime Scene Investigator II at pay grade 620-E. This is based on the market data, which indicates that the midpoint of pay grade 620-E is 0.9% greater than the weighted market average and 0.5% greater than the market median. This is an excellent match between the market data and pay grade 620-E.

Next, for the Crime Scene Investigator I, we will use the compensation practice to pay two pay grades between classes in a series. It is recommended to pay this classification 618-E, since it is the entry class into the series, and maintains the practice to have two pay grades between classes in a series.

Finally, for the Crime Scene Supervisor it is compensation practice to pay a supervisor 10-15% above the highest level classification supervised. By using pay grade 623-E, it is approximately 14% greater than the Crime Scene Investigator II, and maintains the current practice.

Employee Impact:
These are new classes. There is no employee impact.

Budget Impact:

These are new classes. There is no budget impact.

Organizational Data:

The Crime Scene Investigator I and II will report to Crime Scene Investigator Supervisor, who will report to a Manager 1. Additionally, the Crime Scene Investigator will function as a leadworker over the Crime Scene Investigator I.

Effective Date Rule:

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. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent