

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: **January 6, 2014**

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 # 1398.**

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: 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 the pay grade of Crime Scene Investigator II from 620-E to 621-E and Crime Scene Supervisor from 623-E to 627-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. 1398

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: November 21, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Crime Scene Investigator II from 620-E to 621-E and Crime Scene Supervisor from 623-E to 627-E.

As part of the Denver Police Department's reorganization and civilianization, the Police Chief asked the Office of Human Resources to create a new classification series for the crime scene investigations unit of the crime lab. These classifications are responsible for collecting and preserving evidence at crime scenes. Previously, these duties were performed by uniformed police officers.

This classification series was originally submitted to and approved by the Career Service Board in June 20, 2013. Pay ranges for the new classes was originally set using market data from comparable-sized and similarly structured national police crime labs. However, since the creation of the new class series, an additional analysis to include data from local police crime labs was conducted at the request of the Denver Police Department and was based on recruitment and retention issues identified by management. It is recommended to change the pay grade of the Crime Scene Investigator II from 620-E to 621-E and the Crime Scene Supervisor from 623-E to 627-E.

PROPOSED PAY GRADE CHANGE

<u>Job Code:</u> CE2826 CE2827	<u>Classification Title:</u> Crime Scene Investigator II Crime Scene Supervisor
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<u>Current Pay Grade</u> 620-E (\$46,468 – 67,843) 623-E (\$53,103 – 77,530)	<u>Proposed Pay Grade</u> 621-E (\$48,582 – 70,930) 627-E (\$63,447 – 92,633)
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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 December 5, 2013 5:00 p.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 Melissa Fisher melissa.fisher@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, December 4, 2013**. 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 December 3, 2013**.

PAY GRADE CHANGE

Job Code:
CE2826
CE2827

Classification Title:
Crime Scene Investigator II
Crime Scene Supervisor

Current Pay Grade
620-E (\$46,468 – 67,843)
623-E (\$53,103 – 77,530)

Proposed Pay Grade
621-E (\$48,582 – 70,930)
627-E (\$63,447 – 92,633)

Current Supervisory Level:
2 – Leadworker
6 – First level supervisor

Proposed Supervisory Level:
3 – None/Incidental

EEO Code:
2 – Professionals

Medical Group:
Medium Physical

FLSA:
Non-Exempt
Non-Exempt

Synopsis:

As part of the Denver Police Department's reorganization and civilianization, the Police Chief asked the Office of Human Resources to create a new classification series for the crime scene investigations unit of the crime lab. These classifications are responsible for collecting and preserving evidence at crime scenes. Previously, these duties were performed by uniformed police officers.

This classification series was originally submitted to and approved by the Career Service Board in June 20, 2013. Pay ranges for the new classes was originally set using market data from comparable-sized and similarly structured national police crime labs. However, since the creation of the new class series, an additional analysis to include data from local police crime labs was conducted at the request of the Denver Police Department and was based on recruitment and retention issues identified by management. It is recommended to change the pay grade of the Crime Scene Investigator II from 620-E to 621-E and the Crime Scene Supervisor from 623-E to 627-E.

Pay Rationale:

On June 20, 2013, Classification Notice #1388 was approved by the Career Service Board. It created a new class series for the Denver Police Department (DPD), for a newly civilianized group of employees, the crime scene investigators and described the data used to set the pay ranges. Recommendations for the new classifications and their respective pay grades were gathered from a custom survey of national police departments with a similar department structure. 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. Market data was used to set the pay grade for the Crime Scene Investigator II at 620-E, and internal equity was used to set the pay grades for the other two classifications in the series, which included the Crime Scene Supervisor at pay grade 623-E, using the established compensation practice of setting the pay for a supervisor at 10-15% above the highest level classification supervised.

After the class series was approved, DPD management expressed concerns with the pay grades since they immediately began experiencing recruitment issues. They stated that applicants were declining job offers because the pay was too low. They also stated the reason applicants were rejecting job offers was because the offers were too high in the pay range and employees would max out of their pay range in a few years, which would impact their long-term earnings potential. Most of these candidates were from other local and regional jurisdictions. This problem was prevalent with the Crime Scene Investigator II and Crime Scene Supervisor classes.

Additional analysis was conducted at the request of DPD Management to further explore and gather data on the local crime scene investigator pay. With the second analysis, additional local data was gathered. Although these departments

tend to be smaller in size and scope, which is why they were not the focus of the initial analysis, they are also the first source of local applicants for the Denver positions and still perform the same type and level of work as Denver.

The additional analysis sample added eight local Denver metro jurisdictions who matched Crime Scene Investigator II and four additional local jurisdictions who matched the Crime Scene Supervisor class. The revised pay analysis will weigh the local data at two-thirds and the national data at one-third to create the market composite rate. This is a deviation of the standard practice of weighing all data equally to calculate the average market rate. The weighting factors were chosen because this represents the ratio of actual local versus national applicants and hires into these jobs and would statistically correct the pay issues noted by hiring managers. Additionally, while internal equity was used to establish the pay originally for the Crime Scene Supervisor, the additional data added four jurisdictions which gave additional strength and validity to the sample. For this reason, it is recommended to change the method used to establish the pay grade, and use the market data for the revised pay grade recommendation.

The current pay grade for the Crime Scene Investigator II is 620-E. The revised sample included 13 jurisdictions in the survey, the eight originally in the sample and five additional jurisdictions. Data indicated that Denver's current midpoint is 3.1% below the market composite rate. It is recommended to increase the pay grade one pay grade, to 621-E to remain competitive with the market. This will increase Denver's midpoint to 1.35% above the market composite rate.

It is recommended to increase the pay grade to 627-E for the Crime Scene Supervisor. The current pay grade for the Crime Scene Supervisor is 623-E. The revised sample included eight jurisdictions in the survey, five original jurisdictions, and four additional ones. Data indicated that Denver's current midpoint is 15.8% below the market composite rate. It is recommended to increase the pay grade to 627-E to remain competitive with the market. This will increase Denver's midpoint to 0.65% above the market composite rate.

Employee Impact:

This will impact six Crime Scene Investigators II positions and two Crime Scene Supervisor positions.

Budget Impact:

There is no budget impact; all employees will move pay-to-pay in the new ranges.

Organizational Data:

The Crime Scene Investigator II reports to Crime Scene Investigator Supervisor, who will report to a Manager.

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 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 Board, but use for longer than six months is contingent upon City Council approval.