

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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 16, 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 #1399.

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 Director of Environmental Programs from 818-E to 819-E and abolishing the Manager 1 and Manager 2 classifications throughout the city.

**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. 1399**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: December 30, 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 Director of Environmental Programs from 818-E to 819-E and abolishing the Manager 1 and Manager 2 classifications throughout the city.**

On June 20, 2013, the Office of Human Resources (OHR) presented classification and pay grade recommendations resulting from a citywide Management Study. There were two main objectives of the study: 1) to ensure that the pay for the City's management classes is competitive with the local and national markets and 2) to develop a management structure and series of classes that better describe the duties and responsibilities performed by incumbents in a variety of functional/operational areas.

The purpose of this classification notice is to present recommendations aimed at 'cleaning up' the classification and pay plan after implementing the Management Study. First, the study created general Manager, Director, and Executive classes, in addition to multiple industry specific management classes. With the implementation of these new classes, the current classifications of Manager 1 and Manager 2 are vacant and no longer needed. As a result, it is recommended to abolish the classes of Manager 1 and Manager 2.

Next, upon implementation of Management Study recommendations, it was brought to the attention of the OHR that the pay grade recommendation for the Director of Environmental Programs was not correct. The recommended pay grade was supposed to be 819-E, not 818-E; therefore, it is recommended to amend the pay grade recommendation for the Director of Environmental Programs.

**PAY GRADE CHANGES**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CE2778	Director of Environmental Programs	818-E (\$90,541-\$144,866)	819-E (\$96,788-\$154,861)

**ABOLISHMENTS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>
CA1744	Manager 1	813-A (\$69,592-\$111,347)
CE2777	Manager 1	818-E (\$90,541-\$144,866)
CI1745	Manager 1	818-I (\$95,130-\$151,839)
CV1951	Manager 1	815-V (\$79,262-\$126,819)
CA1748	Manager 2	815-A (\$79,527-\$127,243)
CE1749	Manager 2	819-E (\$96,788-\$154,861)
CI1750	Manager 2	820-I (\$108,729-\$173,522)
CV1955	Manager 2	817-V (\$90,577-\$144,923)

<b><u>Classification Title</u></b>	<b><u>Other Related Job Codes</u></b>
Manager 1	AA1950, EA2273, LA1746, MA1782, UA1790, ME2169, LI1747, AV1953, LV1952, & MV1954
Manager 2	AA1754, EA1748, LA1751, MA1783, UA1791, VA1757, AE1755, LE1752, ME1786, VE1758, AI1756, LI1753, MI1788, AV1957, LV1956, & MV1958

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 January 16, 2014 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 Melissa Fisher [melissa.fisher@denvergov.org](mailto:melissa.fisher@denvergov.org), Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, January 15, 2014**. 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday January 14, 2014**.

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### Synopsis

On June 20, 2013, the Office of Human Resources (OHR) presented classification and pay grade recommendations resulting from a citywide Management Study. There were two main objectives of the study: 1) to ensure that the pay for the City's management classes is competitive with the local and national markets and 2) to develop a management structure and series of classes that better describe the duties and responsibilities performed by incumbents in a variety of functional/operational areas.

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### Pay Rationale

Market data from the Airport Council International (ACI) Compensation Survey was used to develop the pay grade recommendation for the Director of Environmental Programs. The average actual rate of pay is \$123,543, which corresponds to the range midpoint of 819-E (\$125,825), creating a 1.85% difference.

### Employee Impact

The incumbent presently in the Director of Environmental Programs class will move pay-to-pay into the new range. The Manager 1 and Manager 2 classes are vacant.

### Budget Impact

There is no budget impact.

### Organizational Data

The Director of Environmental Programs reports into the Deputy Manager of Aviation.

**Effective Date**

The recommended effective date is August 4, 2013, which will ensure this classification notice is implemented on the same day as the rest of the Management Study classification and pay grade recommendations.