

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **April 6, 2018**

Please mark one: **Bill Request** or **Resolution Request**

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
- Dedication/Vacation** **Appropriation/Supplemental** **DRMC Change**
- Other: Classification & Pay Plan Update**

2. Title: Approves Classification Notice #1560

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Alena Duran	Name: Nicole De Gioia-Keane
Email: alena.duran@denvergov.org	Email: Nicole.degioia-keane@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The proposed change amends the Classification and Pay Plan by creating new classifications called Senior Usher at pay grade Z-115 and Lead Usher at pay grade Z-117.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: **BR18 0369**

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

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Resolution/Bill Number: BR18 0369

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1560

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: March 22, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications called Senior Usher at pay grade Z-115 and Lead Usher at pay grade Z-117.

At the request of Arts and Venues, a study was conducted on the Usher classification. The Usher classification has historically been four levels combined into one classification and one pay range. This became an issue when two employees were going to be over range. This triggered the need to conduct a study of Ushers. It is proposed to instead have three separate classification levels, called Usher, Senior Usher and Lead Usher. The existing Usher classification was updated to describe the lowest level. Ushers assist patrons with seating arrangements, collecting admission tickets, searching for lost articles and locating restrooms. The second level is a new class called Senior Usher. This class will plan, assign and lead the work of Ushers, assist the Lead Usher with facilitating on the job training and coordinate setup and breakdown for events. The Lead Usher is the third and highest level and will schedule, oversee and coordinate the work assignments of all lower level staff and ensure proper coverage for the event. This position also communicates issues to the Patron Services Manager for resolution. Creating these new classifications establishes a career path for these employees. All three classification levels will be on-call positions.

NEW CLASS

<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
Senior Usher	Z-115 (\$11.57-\$13.71-\$15.85)
Lead Usher	Z-117 (\$13.31-\$15.77-\$18.23)

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 Executive Director of the Office of Human Resources 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, April 5, 2018 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Wednesday, April 4, 2018**. 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, April 3, 2018**.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: **BR18 0369**

Date Entered: _____

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade and Range</u>
RG3066	Senior Usher	Z-115 (\$11.57/\$13.71/\$15.85)
RG3067	Lead Usher	Z-117 (\$13.31/\$15.77/\$18.23)

Supervisory Level:

Usher: 10 – None/Incidental
 Senior Usher: 8 – Lead Worker
 Lead Usher: 8 – Lead Worker

EEO Code:

8 – Service/Maintenance

Medical Group:

Medium Physical

Synopsis:

At the request of Arts and Venues, a study was conducted on the Usher classification. The Usher classification has historically been four levels combined into one classification and one pay range. This became an issue when two employees were going to be over range. This triggered the need to conduct a study of Ushers. It is proposed to instead have three separate classification levels, called Usher, Senior Usher and Lead Usher. The existing Usher classification was updated to describe the lowest level. Ushers assist patrons with seating arrangements, collecting admission tickets, searching for lost articles and locating restrooms. The second level is a new class called Senior Usher. This class will plan, assign and lead the work of Ushers, assist the Lead Usher with facilitating on the job training and coordinate setup and breakdown for events. The Lead Usher is the third and highest level and will schedule, oversee and coordinate the work assignments of all lower level staff and ensure proper coverage for the event. This position also communicates issues to the Patron Services Manager for resolution. Creating these new classifications establishes a career path for these employees. All three classification levels will be on-call positions.

Pay Rationale:

There is not a current match to the market. Clue data was used from Argus Event Staffing which is our number one competitor with these event staffing positions. In the Denver Performing Arts Complex, Argus is the contractor that staffs the Buell Theater and Boettcher Concert Hall while the City staffs the Ellie Caulkins Theater. Argus is hiring these positions at \$11 an hour for Usher, \$13.71 for Senior Usher and \$15.22 for Lead Ushers. It is proposed to leave the Usher at the current pay grade of Z-113 and set the pay grade of Senior Usher at Z-115 and Lead Usher at Z-117, this is based on the compensation practice to provide a two-pay grade difference between classification levels in a series.

Employee Impact:

There are currently 79 Ushers who will move into the Usher classification. Arts and Venues will post the Senior Usher and Lead Usher to provide an opportunity for current Ushers to compete and promote into.

Budget Impact:

There is currently no budget impact. All employees are moving pay to pay.

Organizational Data: Ushers report directly to Administrator I’s at Arts and Venues.

Effective Date Rule:

To be completed by Mayor’s Legislative Team:

OHR 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 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.

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