

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

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

Date of Request: November 18, 2021

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 Notices #1701

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: Lori Schumann	Name: Lori Schumann
Email: Lori.Schumann@denvergov.org	Email: Lori.Schumann@denvergov.org

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

The proposed changes amend the Classification and Pay Plan by creating the new classifications of Golf Professional 1st Assistant (CA3339) and Golf Professional 2nd Assistant (CA3346), along with various title and pay grade changes.

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**

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR21 1436

Date Entered: _____

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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Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1701

To: Agency Heads and Employees
From: Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors
Date: November 05, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed changes amend the Classification and Pay Plan by creating the new classifications of Golf Professional 1st Assistant (CA3339) and Golf Professional 2nd Assistant (CA3346), along with various title and pay grade changes.

The Classification and Compensation division conducted a recent market review of local municipal golf pay practices. Pay range data and job descriptions were collected from fifteen (15) different local municipal golf courses in the Denver/Metro area. The City and County of Denver golf pay ranges and job descriptions were compared to the collected local market data. As a result of the data collected and analyzed, we recommend adding two (2) new golf classifications, change the classification title for four (4) golf classifications, change the pay grade and range for four (4) golf classifications and abolish one (1) golf classification. The proposed changes to the pay grades, salary ranges and job titles will align with the local market, improve our internal market value, and provide clearer career paths for current and future employees.

New Classification(s)

Job Code	Classification Title	Proposed Pay Grade & Range
CA3339	Golf Professional 1 st Assistant	EX-05 (\$45,030 - \$74,300)
CA3346	Golf Professional 2 nd Assistant	NE-10 (\$20.07 - \$30.11)

Job Title Change(s)

Job Code	Classification Title	Proposed Job Title
CC2529	Golf and Pro Shop Assistant	Golf Sales Associate Lead
CG2378	Golf Starter and Ranger	Golf Player Ambassador
CJ2739	Assistant Superintendent Golf Course	Golf Course Assistant Superintendent
CA2528	Golf Professional	Golf Professional Head

Pay Grade and Range Change(s)

Job Code	Classification Title	Current Pay Grade & Range	Proposed Pay Grade & Range
CC2529	Golf Sales Associate Lead	NE-05 (\$15.00 - \$22.50)	NE-08 (\$17.87 - 26.80)
CJ2739	Golf Course Assistant Superintendent	NE-11 (\$21.28 - \$31.92)	EX-06 (\$48,633 - 80,244)
CJ2527	Golf Course Operator	EX-06 (\$48,633 - \$80,244)	EX-07 (\$52,523 - \$86,664)
CA2740	Golf Professional Head	EX-08 (\$56,725 - \$93,597)	EX-09 (\$61,263 - \$101,084)

Classification Abolishment(s)

Job Code	Classification Title	Pay Grade
CA2479	Golf Professional Assistant	NE-11

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, November 18, 2021 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

To be completed by Mayor's Legislative Team:

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, November 18, 2021**. 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, November 16, 2021**.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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 OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval. We are requesting an effective date of 3/6/22.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR21 1436

Date Entered: _____