

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: **February 21, 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 #1404

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 for the Electronic Systems Technician from 619-J to 621-J.

7. Is there any controversy surrounding this ordinance? (groups or individuals who may have concerns about it?)
Please explain.

None known

8. Budget Impact:

An annual budget impact of \$4889 for moving two employees to minimum of the new ranges.

POSTING IS REQUIRED

Classification Notice No. 1404

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: February 7, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade for the Electronic Systems Technician from 619-J to 621-J.

The Office of Human Resources (OHR) received a request from Technology Services (TS) to create three A Classification Maintenance Study on the classification of Electronic Systems Tech has been completed. The duties and the education, experience and licensure requirements have been updated. The specification was last reviewed in September of 2005. The new duties more accurately capture what is performed by positions in the classification. The updated education, experience and licensure requirements will allow for more effective recruitment in the future.

PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
LJ2745	Electronic Systems Tech	619-J (\$44,145-\$64,439)	621-J (\$48,261-\$70,445)
CJ2511	Electronic Systems Tech	619-J (\$44,145-\$64,439)	621-J (\$48,261-\$70,445)

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 February 20, 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, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, February 19, 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 at (720) 913-5168 no later than noon on **Tuesday February 18, 2014**.

PAY GRADE CHANGE

<u>Current Job Code</u>	<u>Classification Title</u>	Present	Proposed
		<u>Pay Grade& Range</u>	<u>Pay Grade & Range</u>
LJ2745	Electronic Systems Tech	619-J (\$44,145-\$64,439)	621-J (\$48,261-\$70,445)
CJ2511	Electronic Systems Tech	619-J (\$44,145-\$64,439)	621-J (\$48,261-\$70,445)

FLSA:
Non Exempt

Supervisory Level:
None

EEO Code:
3- Technician

Medical Group:
M – Medical Physical

Synopsis:

A Classification Maintenance Study on the classification of Electronic Systems Tech has been completed. The duties and the education, experience and licensure requirements have been updated. The specification was last reviewed in September of 2005. The new duties more accurately capture what is performed by positions in the classification. The updated education, experience and licensure requirements will allow for more effective recruitment in the future.

Pay Rationale:

It is recommended to place the Electronic Systems Technician at pay grade 621-J.

A special survey of eighteen other airports was performed in an attempt to establish pay according to market. Of the four responses, only three were identified as a match. The information collected from those three indicated that this type of work is considered a trade. An internal review also indicated that the duties being performed and the minimum qualifications are similar in type and level as Electricians. Therefore an internal relationship to the Electrician classification was established to recommend pay grade 621-J.

Employee Impact:

Two positions in Technical Maintenance at DIA will be reallocated to IT Communications Tech. The rest will remain in the Electronic Systems Tech classification.

Budget Impact:

One employee of General Services-Facilities Maintenance will move to the minimum of 621-J resulting in an annual budget impact of \$3516. One employee from Technical Maintenance at DIA will move to the minimum of 621-J resulting in an annual budget impact of \$1373.

Organizational Data:

This is a citywide classification.

There are 16 positions located in Technical Maintenance at DIA. Three are vacant. They report to Electronics Tech Supervisors and an Electrical Supervisor.

There are two positions at Arts and Venues that report to Facilities Superintendents.

There is one position at the Denver Public Library that reports to a Facility Superintendent.

There is one position at Facilities Maintenance that reports to a Multiple Trades Supervisor.

Proposed Effective Date:

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. 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.