

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: **February 16, 2012**

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 # 1356 & #1357.**

Career Service Authority respectfully requests that this go on Consent the week of February 27, 2012 through March 2, 2012. If not approved for Consent, we request this go to General Government Committee on March 7, 2012.

3. Requesting Agency: Career Service Authority

4. Contact Person: *(with actual knowledge of proposed ordinance)*

- Name: Alena Martinez
- Phone: 720-913-5726
- Email: [alena.martinez@denvergov.org](mailto:alena.martinez@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: Bruce Backer
- Phone: 720-913-5643/720-913-5663
- Email: [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org)

6. General description of proposed ordinance including contract scope of work if applicable:

1. **Classification Notice #1356 – Collections Investigator** is a pay grade change from 614-N to 616-N. Career Services Authority (CSA) conducted a review of the Collections Investigator classification, which is currently used by Denver County Court and the Department of Human Services. The purpose of this review was to update the class specification and conduct a pay study to determine the appropriate pay grade for the Collections Investigator. The Collections Investigator performs investigative work to determine reasons for overdue accounts. To complete this, the Collections Investigator conducts interviews and performs research to determine liability and arrange for settlement of debt. If necessary, the Collections Investigator initiates documents for legal actions to obtain payments. Budget impact form is attached.
2. **Classification Notice #1357 – CSA is revising the Short Range Schedule A and Community Rate Schedule B.** We are changing the pay ranges of **Recreation Aide** from \$7.40 - \$8.28 to \$7.64 – \$8.56 and **Usher** from \$7.40 - \$13.30 to \$7.64 - \$13.78. Lastly, we are changing the pay grades of **Recreation Facility Assistant** from 220-Y to 219-Y and **Park Seasonal Laborer** from 226-Y to 225-Y. The State of Colorado approved an increase of the state's minimum wage for 2012 from \$7.36 per hour to \$7.64 per hour. In order to comply with this change, a review of the Classification and Pay Plan indicated two classifications that will fall below the new minimum wage on **January 1, 2012**. These classifications are Recreation Aide and Usher. In order to comply with the new minimum wage rate, the pay grades in the Short Range Schedule A and Community Rate Schedule B will be revised. Other impacted classes are the Recreation Facility Assistant and Park Seasonal Laborer, who will be assigned new pay grades using the revised pay tables. 159 impacted employees will receive a \$0.24 per hour increase to their pay, 48 will receive a \$0.09 per hour increase, 36 will receive a \$0.04 per hour increase, and 94 will receive a \$0.03 per hour increase. Since these are on-call employees, it is difficult to determine annual impact for employees since their schedules vary. If all of the impacted employees worked 40 hours for 52 weeks, it would

cost an additional \$90292.80 annually; however, we know the actual cost will be at most half of that cost since they are all on-call employees who do not work 40 hours per week. All other employee pay moves pay to pay within the new ranges. **There is no budget impact form because these increases are required by the State of Colorado.**

***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

**POSTING IS REQUIRED**

**Classification Notice No. 1356**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: December 28, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Collections Investigator from 614-N to 616-N.**

Career Services Authority (CSA) conducted a review of the Collections Investigator classification, which is currently used by Denver County Court and the Department of Human Services. The purpose of this review was to update the class specification and conduct a pay study to determine the appropriate pay grade for the Collections Investigator.

**PAY GRADE ONLY**

<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>
CN1859	Collections Investigator	614-N (\$35,124 - \$51,268)	616-N (\$38,396 - \$56,031)

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

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 19, 2012 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday, January 11, 2012**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, January 17, 2012**.

**Pay Grade Change**

<u>Job Code</u> CN1859	<u>Classification Title</u> Collections Investigator	<u>Current Pay Grade</u> 614-N (\$35,124 - \$51,268)	<u>Proposed Pay Grade</u> 616-N (\$38,396 - \$56,031)
<u>Supervisory Level:</u> 3 – None/Incidental	<u>EEO Code:</u> 4-Protective Services	<u>Medical Group:</u> S-Sedentary	<u>FLSA:</u> Non-exempt

**Synopsis:**

Career Services Authority (CSA) conducted a review of the Collections Investigator classification, which is currently used by Denver County Court and the Department of Human Services. The purpose of this review was to update the class specification and conduct a pay study to determine the appropriate pay grade for the Collections Investigator.

The Collections Investigator performs investigative work to determine reasons for overdue accounts. To complete this, the Collections Investigator conducts interviews and performs research to determine liability and arrange for settlement of debt. If necessary, the Collections Investigator initiates documents for legal actions to obtain payments.

**Pay Rationale:**

Market data was used to determine the appropriate pay grade for the Collections Investigator. The average range midpoint for the local market is \$46,727, which corresponds to the midpoint of pay grade 616-N (\$38,396 to \$56,031), which is \$47,214. This provides a percent difference of 1.04%. Therefore, it is recommended to place the Collections Investigator at 616-N.

**Employee Impact:**

Employees will move “pay-to-pay” into the new pay range, with the exception of two employees who will move to the range minimum.

**Budget Impact:**

There is a budget impact of \$226.91 per month, which is caused by two employees moving to the range minimum of the new pay grade/range.

**Organizational Data:**

Within Denver County Court, the Collections Investigators report to the Court Division Supervisor. Within Department of Human Services, the Collections Investigator reports to the Investigator 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 reallocations shall be the beginning of the first work week following approval by the Board.

**POSTING IS REQUIRED**

**Classification Notice No. 1357**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: December 29, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by revising the Short Range Schedule A and Community Rate Schedule B. We are also changing the pay grades of Recreation Facility Assistant from 220-Y to 219-Y and Park Seasonal Laborer from 226-Y to 225-Y.**

The State of Colorado approved an increase of the state's minimum wage for 2012 from \$7.36 per hour to \$7.64 per hour. In order to comply with this change, a review of the Classification and Pay Plan indicated two classifications that will fall below the new minimum wage on January 1, 2012. These classifications are Recreation Aide and Usher. In order to comply with the new minimum wage rate, the pay grades in the Short Range Schedule A and Community Rate Schedule B will be revised. Other impacted classes are the Recreation Facility Assistant and Park Seasonal Laborer, who will be assigned new pay grades using the revised pay tables.

**REVISED PAY SCHEDULE**

Short Range Schedule A  
Community Rate Schedule B

**PAY GRADE AND/OR RANGE CHANGE**

<b><u>Current Job Code:</u></b>	<b><u>Current Classification Title:</u></b>	<b><u>Present Pay Grade:</u></b>
CG2115	Recreation Aide	211-Y \$7.40 - \$8.28
CG2116	Recreation Facility Assistant	220-Y \$9.23 - \$10.34
CG2113	Park Seasonal Laborer	226-Y \$10.71 - \$12.00
RG2347	Usher	310-Z \$7.40 - \$13.30

**Proposed Pay Grade and Range:**

211-Y \$7.64 - \$8.56  
219-Y \$9.32 - \$10.44  
225-Y \$10.80 - \$12.10  
310-Z \$7.64 - \$13.78

**Proposed Effective Date:** The proposed effective date is **January 1, 2012** to comply with the state regulations.

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 19, 2012 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Thursday, January 12, 2012**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, January 17, 2012**.

**REVISED PAY SCHEDULE**

Short Range Schedule A (See attached)  
 Community Rate Schedule B (See attached)

**PAY GRADE AND/OR RANGE CHANGE**

<u>Current Job Code:</u>	<u>Current Classification Title:</u>	<u>Present Pay Grade:</u>
CG2115	Recreation Aide	211-Y \$7.40 - \$8.28
CG2116	Recreation Facility Assistant	220-Y \$9.23 - \$10.34
CG2113	Park Seasonal Laborer	226-Y \$10.71 - \$12.00
RG2347	Usher	310-Z \$7.40 - \$13.30

Proposed Pay Grade and Range:

211-Y \$7.64 - \$8.56  
 219-Y \$9.32 - \$10.44  
 225-Y \$10.80 - \$12.10  
 310-Z \$7.64 - \$13.78

Supervisory Level:

3-None/Incidental  
 3-None/Incidental  
 3-None/Incidental  
 3-None/Incidental

EEO Code:

8-Service Maintenance  
 5-Paraprofessionals  
 8-Service Maintenance  
 8-Service Maintenance

Medical Group:

Medium Physical  
 Medium Physical  
 Heavy Physical  
 Sedentary

FLSA:

Non-Exempt  
 Non-Exempt  
 Non-Exempt  
**Non-Exempt**

Synopsis: The State of Colorado approved an increase of the state's minimum wage for 2012 from \$7.36 per hour to \$7.64 per hour. In order to comply with this change, a review of the Classification and Pay Plan indicated two classifications that will fall below the new minimum wage on January 1, 2012. These classifications are Recreation Aide and Usher. In order to comply with the new minimum wage rate, the pay grades in the Short Range Schedule A and Community Rate Schedule B will be revised. Other impacted classes are the Recreation Facility Assistant and Park Seasonal Laborer, who will be assigned new pay grades using the revised pay tables.

Pay Rationale: The Short Range Schedule A will be revised to accommodate the minimum wage increase. The revision will increase the pay range minimum of pay grade 211-Y to from \$7.36 per hour to \$7.64. This is a 3.8% increase. Starting with pay grade 211-Y, the entire Short Range Schedule A pay grade table will be re-established, using criteria that each pay grade is 2.5% apart, and 12% range width. All pay grades on Short Range Schedule A will be assigned a new range minimum and maximum. There will be no changes to the Short Range Schedule B.

A change to the Community Rate Schedule B is also required to accommodate the minimum wage increase. Pay grade 310-Z will be increased to \$7.64 per hour, which results in a 3.8% increase to the range minimum and range maximum. This is the only pay grade on the Community Rate Schedule B. There will be no changes to Community Rate Schedule A.

The Recreation Aide (211-Y) pay grade is set using the Short Range Schedule A. It will be re-assigned to the new 211-Y pay grade. The Usher (310-Z) pay grade is set using the Community Rate Schedule B. It will be re-assigned to the new 310-Z pay grade. In addition, the changes to Short Range Schedule A require reassigning new pay grades to other classifications that currently use Short Range Schedule A. These classifications are the Recreation Facility Assistant, currently at 220-Y, and reassigning it pay grade 219-Y, and Park Seasonal Laborer, currently set at 226-Y and reassigning it pay grade 225-Y. This change is necessary to maintain alignment with the market for these classes.

Employee Impact: These changes will affect 424 employees- 67 Park Seasonal Laborers, 84 Recreation Aides, 150 Recreation Facility Assistants, and 176 Ushers. All impacted employees are on-call employees. There are 337 employees who will receive an increase to the range minimum. All other impacted employee pay will fall within the assigned pay grade.

Budget Impact: 159 impacted employees will receive a \$0.24 per hour increase to their pay, 48 will receive a \$0.09 per hour increase, 36 will receive a \$0.04 per hour increase, and 94 will receive a \$0.03 per hour increase. Since these are on-call employees, it is difficult to determine annual impact for employees since their schedules vary. If all of the impacted employees worked 40 hours for 52 weeks, it would cost an additional \$90292.80 annually; however, we know the actual cost will be at most half of that cost since they are all on-call employees who do not work 40 hours per week. All other employee pay moves pay to pay within the new ranges.

Proposed Effective Date: The proposed effective date is January 1, 2012 to comply with the state regulations.