

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 #1403

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 adding the classifications of Staff Data Architect (624-I) Associate Data Architect (813-I) and Senior Data Architect (815-I).

**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. 1403

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 adding the classifications of Staff Data Architect (624-I) Associate Data Architect (813-I) and Senior Data Architect (815-I).

The Office of Human Resources (OHR) received a request from Technology Services (TS) to create three classifications: Staff Data Architect, Associate Data Architect, and Senior Data Architect. This request comes as Technology Services is evaluating the City's data policies and usage. The agency is working to create uniform standards and governance policies around data and databases. Additionally, Technology Services is implementing a variety of new data systems over the next few years that aim to assist agencies with the ability to use databases to collect valuable information and allow for easier access and reporting of the information (e.g. consolidating Police District data into one centralized database). The Data Architects will assist in this process by developing and implementing the data models, building new databases, and developing uniform standards and governance policies.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range:</u>
CI2865	Staff Data Architect	624-I (\$58,309-\$85,101)
CI2866	Associate Data Architect	813-I (\$68,139-\$108,729)
CI2867	Senior Data Architect	815-I (\$77,847-\$124,266)

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**.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range:</u>
CI2865	Staff Data Architect	624-I (\$58,309-\$85,101)
CI2866	Associate Data Architect	813-I (\$68,139-\$108,729)
CI2867	Senior Data Architect	815-I (\$77,847-\$124,266)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
3- None/Incidental	2 – Professionals	S- Sedentary	Non-Exempt
3- None/Incidental	2 – Professionals	S- Sedentary	Exempt
3- None/Incidental	2 – Professionals	S- Sedentary	Exempt

Synopsis:

The Office of Human Resources (OHR) received a request from Technology Services (TS) to create three classifications: Staff Data Architect, Associate Data Architect, and Senior Data Architect. This request comes as Technology Services is evaluating the City's data policies and usage. The agency is working to create uniform standards and governance policies around data and databases. Additionally, Technology Services is implementing a variety of new data systems over the next few years that aim to assist agencies with the ability to use databases to collect valuable information and allow for easier access and reporting of the information (e.g. consolidating Police District data into one centralized database). The Data Architects will assist in this process by developing and implementing the data models, building new databases, and developing uniform standards and governance policies.

The General Statement of Duties for the three classifications are as follows:

- **Senior Data Architect:**

Performs full performance level information technology work developing, implementing, and maintaining complex, large scale business and enterprise data models; designing and building relational databases; developing and maintaining enterprise-wide data architecture, governance, processes and tools; and serving as a technical expert to the organization in the use of enterprise and business data systems.

- **Associate Data Architect:**

Performs standard level information technology work developing, implementing, and maintaining business and enterprise data models; designing and building relational databases; and assisting with development and maintenance of enterprise-wide data architecture and governing principles.

- **Staff Data Architect:**

Performs entry level information technology work developing, implementing, and maintaining simple business data models; designing and building relational databases for data storage or processing; and working with other information technology professionals to translate client and organizational needs into data system solutions.

Pay Rationale:

To determine the appropriate pay grade for the Senior Data Architect, OHR based its recommendations on external market comparisons. Pay data from Mercer was used as the basis for the pay grade recommendation. The market average actual rate of pay is \$104,067. This pay rate corresponds to the midpoint of 815-I (\$77,847-\$124,266), which is \$101,057 creating a 2.9% difference.

It is recommended that the pay for the Associate Data Architect be set at 813-I (\$68,139-\$108,729), two pay grades lower than the Senior Data Architect. This is keeping in line with internal compensation best practice of have classifications in a series being set at a 2 pay grade difference. Additionally, it is recommended that the pay for the Staff Data Architect be set at 624-I (\$58,309-\$85,101) which also follows the same internal compensation best practice.

Employee Impact:

Three employees will be reallocated into the Senior Data Architect role. In the future, the agency will reallocate promote or hire employees into the staff and associate levels, when appropriate.

Budget Impact:

There is no budget impact associated with this Classification Notice.

Organizational Data:

All levels will report directly to the IT Manager.

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.”