

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: **June 19, 2017**

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 #1542 – Assistant Golf Course Operator**

3. **Requesting Agency:** Office of Human Resources

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

- **Name:** John Hoffman
- **Phone:** 720-913-5296
- **Email:** john.hoffman@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:** Nicole de Gioia-Keane
- **Phone:** 720-913-5643
- **Email:** Nicole.deGioia-Keane@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 creating a new class called Assistant Golf Course Operator (J-614).

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

None known.

8. **Budget Impact**

There is no budget impact.

POSTING IS REQUIRED

Classification Notice No. 1542

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: June 2, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new class called Assistant Golf Course Operator (J-614).

Parks and Recreation's Director of Golf requested a new classification specifically to aid the Golf Course Operator who is responsible for both the Harvard Gulch Golf Course's par three golf course, which includes a pro-shop, and the Aqua Golf Driving Range, which includes a driving range, miniature golf course, and pro-shop. The Assistant Golf Course Operator will assist with the day-to-day operations and maintenance of the Harvard Gulch Golf Course or the Aqua Golf Driving Range.

Currently, the duties and responsibilities specific to this new position are divided between multiple positions, such as the Maintenance Technician, the Golf Sales Associate, the Golf Pro-Shop Assistant, and the Golf Course Operator. The Assistant Golf Course Operator will act as the manager on duty in the absence of the Golf Course Operator who will travel between the two golf course operation sites.

The creation of the Assistant Golf Course Operator classification will allow for a clear description of duties and responsibilities performed, employee expectations, clearer performance evaluation statements, recruitments specific to this area of knowledge, skill, and ability, and provide for a point person in responsible charge in the absence of the Golf Course Operator.

NEW CLASS

Proposed Title

Assistant Golf Course Operator

Proposed Pay Grade

J-614 (\$17.69-\$21.76-\$25.82)

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 June 15, 2017 at 9:00 AM** 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 Nicole de Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Thursday, June 15, 2017**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, June 13, 2017**.

CITY AND COUNTY OF DENVER OFFICE OF HUMAN RESOURCES

June 1, 2017

CHANGES IN THE CLASSIFICATION AND PAY PLAN (Assistant Golf Course Operator)

Synopsis:

Parks and Recreation's Director of Golf requested a new classification specifically to aid the Golf Course Operator who is responsible for both the Harvard Gulch Golf Course's par three golf course, which includes a pro-shop, and the Aqua Golf Driving Range, which includes a driving range, miniature golf course, and pro-shop. The Assistant Golf Course Operator will assist with the day-to-day operations and maintenance of the Harvard Gulch Golf Course or the Aqua Golf Driving Range.

Currently, the duties and responsibilities specific to this new position are divided between multiple positions, such as the Maintenance Technician, the Golf Sales Associate, the Golf Pro-Shop Assistant, and the Golf Course Operator. The Assistant Golf Course Operator will act as the manager on duty in the absence of the Golf Course Operator who will travel between the two golf course operation sites.

The creation of the Assistant Golf Course Operator classification will allow for a clear description of duties and responsibilities performed, employee expectations, clearer performance evaluation statements, recruitments specific to this area of knowledge, skill, and ability, and provide for a point person in responsible charge in the absence of the Golf Course Operator.

Pay Rationale:

Sufficient market data for this classification is not available due to the specialization of the work being performed; therefore, the pay recommendation is based on internal equity with the Golf Course Operator (the supervisory classification) and the Assistant Golf Professional, which is a comparable classification based on similar duties and responsibilities in assisting with the day-to-day operations of a golf facility.

The Golf Course Operator is compensated at the 617-J pay grade and the Assistant Golf Professional is compensated at the 614-A pay grade. It is recommended that the new Assistant Golf Course Operator's compensation be set at the 614-J pay grade, which is comparable to the Assistant Golf Professional and in alignment with the Golf Course Operator (supervisor) in the same occupational category.

This recommendation takes into account the established compensation practice of two pay grades between classifications within a series, plus an additional pay grade due to the similarity of duties and responsibilities between the Assistant Golf Course Operator with the Assistant Golf Professional in the day-to-day operations of a golf facility. But, the Assistant Golf Professional requires a Professional Golf Association (PGA) membership certification and teaches lessons; whereas, the Assistant Golf Course Operator does not have the same certification and lessons requirements; therefore, the occupational category separation is justified based on those professional requirements.

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| - Golf Course Operator (617-J) | Range: \$20.21- \$24.86 - \$29.51 |
| - Assistant Golf Professional (614-A) | Range: \$18.99 - \$23.35 - \$27.72 |
| - Assistant Golf Course Operator (614-J) | Range: \$17.69 - \$21.76 - \$25.82 |

Caveat: The 2017 Annual Pay Survey determined that the Golf Course Operator will be reallocated to the 619-J pay grade, and the Assistant Golf Professional will be reallocated to the 616-A pay grade, both effective January 1, 2018; therefore, it is recommended that the Assistant Golf Course Operator be reallocated to the 616-J pay grade effective January 1, 2018 in order to maintain the pay relationship between the two internal comparable classifications used to make this pay recommendation.

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| - Golf Course Operator (619-J) | Range: \$22.09- \$27.18 - \$32.26 |
| - Assistant Golf Professional (616-A) | Range: \$20.75 - \$25.53 - \$30.30 |
| - Assistant Golf Course Operator (616-J) | Range: \$19.33 - \$23.78 - \$28.23 |

Employee Impact:

No employees will be reallocated into this new position.

Budget Impact:

There is no budget impact; this is a new classification and future employee will promote or reallocate into this classification.

Organizational Data:

This position will report directly to the Golf Course Operator, which currently oversees the Harvard Gulch Golf Course and the Aqua Golf Driving Range. This new position will create a clear and more aligned career path for personnel assisting in the coordination of activities and operations of the golf pro-shop and general maintenance of the golf course and driving range.

Effective Date Rule:

CS Rule 7-37 Section (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.”

Classification and Pay Grade Recommendations:

New Class Specification

<u>Job Code</u>	<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
CJ3043	Assistant Golf Course Operator	614-J (\$17.69 - \$21.76 - \$25.82)

Technical Classification Specifications

Supervisory Level

9 – Supervises by Position

EEO Code

8 – Service Maintenance

Medical Group

H – Heavy

FLSA

Non-Exempt