

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: **November 10, 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 #1420

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 Worker's Compensation Division of the Department of Finance requested that we look at the pay for the Claims Adjuster I and Claims Adjuster II. They contacted us because they were having issues attracting qualified candidates with the current pay range. A review of the current classifications and pay ranges identified that a special study was conducted in 2006 to establish the pay ranges and the job descriptions but hadn't been updated since then. In addition to a new pay analysis, OHR made some minor revisions to the job specifications to make it clearer that these positions can work in either liability or worker's compensation.

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. 1420

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: October 22, 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 Claims Adjuster I classification from 614-A (\$38,574 - \$56,318) to 615-A (\$40,329 - \$58,880) and the Claims Adjuster II classification from 806-A (\$44,077 - \$70,523) to 807-A (\$47,118 - \$75,389).

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REVISED CLASS SPECIFICATIONS INCLUDING PAY GRADE CHANGE

<u>Present Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Claims Adjuster I	614-A (\$38,574 - \$56,318)	615-A (\$40,329 - \$58,880)
Claims Adjuster II	806-A (\$44,077 - \$70,523)	807-A (\$47,118 - \$75,389)

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 November 6, 2014 5:00 p.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 Meredith Crème meredith.creme@denvergov.org Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, November 5, 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 November 4, 2014**.

REVISED CLASS SPECIFICATIONS INCLUDING PAY GRADE CHANGE

<u>Present Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Claims Adjuster I	614-A (\$38,574 - \$56,318)	615-A (\$40,329 - \$58,880)
Claims Adjuster II	806-A (\$44,077 - \$70,523)	807-A (\$47,118 - \$75,389)

Supervisory Level:

3 – None/Incidental

EEO Code:

Claims Adjuster I (5 – Paraprofessionals)

Claims Adjuster II (2 – Professionals)

Medical Group:

S – Sedentary

Synopsis:

The Worker's Compensation Division of the Department of Finance requested that we look at the pay for the Claims Adjuster I and Claims Adjuster II. They contacted us because they were having issues attracting qualified candidates with the current pay range. A review of the current classifications and pay ranges identified that a special study was conducted in 2006 to establish the pay ranges and the job descriptions but hadn't been updated since then. In addition to a new pay analysis, OHR made some minor revisions to the job specifications to make it clearer that these positions can work in either liability or worker's compensation.

Pay Rationale:

It is recommended to place the Claims Adjuster I at pay grade 615-A and the Claims Adjuster II at pay grade 807-A.

Market data was used to determine the appropriate pay grade for the Claims Adjuster II. Mercer, a national survey source which includes public and private sector responses, produced a match to the Claims Adjuster II classification. The average actual pay rate for the market is \$62,466, which corresponds to the midpoint of pay grade 807-A (\$47,118 - \$75,389), which is \$61,254. This provides a percent difference of 0.0101.

An internal relationship to Claims Adjuster II was established to recommend pay grade 615-A for the Claims Adjuster I. This is an entry level position that does not require prior experience. Within the classification and pay plan, it is common practice to establish approximately a four pay grade difference (20.77%) between the entry level and the full performance level in a professional classification series.

Employee Impact:

There is currently one Claims Adjuster I who is located in the Litigation & Claims division of the City Attorney's Office. There are five Claims Adjuster II's, one is located in the City Attorney's Office and the others are located in the Worker's Compensation Division of the Department of Finance. All employees will move pay to pay.

Budget Impact:

There is no immediate budget impact because all employees will move pay to pay.

Organizational Data:

The Claims Adjuster II's in The Department of Finance report to a Worker's Compensation Claims Supervisor. The Claims Adjuster I and II in the City Attorney's Office report to an Operational Supervisor II and an Assistant City Attorney – Section Supervisor.

Effective Date Rule:

Section 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.

