

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 7, 2016**

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 #1532 – Victim Advocate**

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

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

- **Name:** Susan O'Neill
- **Phone:** 720-913-5668
- **Email:** susan.oneill@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 changing the pay grade of Victim Advocate from 616-A to 617-A.

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 a budget increase of \$3,830 annually.

POSTING IS REQUIRED

Classification Notice No. 1532

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: October 20, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Victim Advocate from 616-A to 617-A.

The management of the District Attorney's Office requested a study of the Victim Advocate position. The Victim Advocate positions reside in the District Attorney's Office, City Attorney's Office and County Court. The Victim Advocate provides advocacy and assistance to the victims, witnesses and survivors of violent and nonviolent crimes and assists with court and prosecution trial preparation.

PAY GRADE CHANGE ONLY

<u>Classification Title:</u>	<u>Current Pay Grade & Range:</u>	<u>Proposed Pay Grade & Range:</u>
Victim Advocate	616-A (\$43,170-\$53,099-\$63,028)	617-A (\$45,134-\$55,515-\$65,896)

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 3, 2016 at 5:00 PM** 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 Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Wednesday, November 2, 2016**. 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, November 1, 2016**.

PAY GRADE CHANGE

<u>Classification Title:</u> Victim Advocate	<u>Current Pay Grade & Ranges:</u> 616-A (\$43,170-\$53,099-\$63,028)	<u>Proposed Pay Grade & Range:</u> 617-A (\$45,134-\$55,515-\$65,896)
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Supervisory Level:
3 – None – Incidental

EEO Code:
Professional

Medical Group:
Sedentary

Synopsis:
The management of the District Attorney's Office requested a study of the Victim Advocate position. The Victim Advocate positions reside in the District Attorney's Office, City Attorney's Office and County Court. The Victim Advocate provides advocacy and assistance to the victims, witnesses, and survivors of violent and nonviolent crimes and assists with court and prosecution trial preparation.

Pay Rationale:
It is proposed to change the pay grade for the Victim Advocate from 616-A to 617-A. Market data was used from the MSEC Public Employers Survey 2016 for the Victim Advocate benchmark. Data was collected specifically for the Denver metro area and the Front Range. The data indicated that the city midpoint is 2.4% lower than the market midpoint average rate. This recommendation provides a difference between the market average of \$54,393 to the proposed city range midpoint of 617-A (\$55,515) pay grade of 2.06%.

Employee Impact:
This will impact thirty-four Victim Advocate classified employees that will move to the new recommended pay grade. There are 23 employees in the District Attorney's Office, 10 employees in the City Attorney's Office and 1 employee at County Court.

Budget Impact:
Three employees' salaries will move to minimum of the new recommended salary range. This is a budget increase of \$3,830 annually.

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.