

**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: **August 19, 2013**

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 # 1392.

**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:** Melissa Fisher
- **Phone:** 720-913-5663
- **Email:** melissa.fisher@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 associated with the following classifications: Associate Development Project Coordinator, Associate City Planner, Associate City Planner Hourly, Senior Development Project Coordinator, Senior City Planner, Senior City Planner Hourly, Principal City Planner, and Development and Planning Supervisor.

***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

**8. Budget Impact:**

There is an annual budget impact of \$43,203. The budget impact per agency is as follows:

Community Planning and Development	\$23,177.00 (6 employees)
Department of Public Works	\$14,397.00 (3 employees)
Department of Aviation	\$3,874.00 (2 employees)
Office of Economic Development	\$1,755.00 (1 employee)

Each agency with a budget impact has been notified and approves the budget impact for their agency.

**POSTING IS REQUIRED**

**Classification Notice No. 1392**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: August 15, 2013  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade associated with the following classifications: Associate Development Project Coordinator, Associate City Planner, Associate City Planner Hourly, Senior Development Project Coordinator, Senior City Planner, Senior City Planner Hourly, Principal City Planner, and Development and Planning Supervisor.**

In the 2012 Annual Pay Survey, the Plan Review Technician classes were moved up four pay grades based on market data. This created compression issues based on established pay relationships to other classes in the Engineering and Science Occupational Group. For example, the Associate and Senior Plans Review Technician classes are now at a higher pay range than the City's professional planner and project coordinator classes. The Office of Human Resources (OHR) would like to rectify the pay relationships within the Engineering and Science Occupational Group by recommending new pay grades for the professional planner and project coordinator classes.

**REVISED PAY GRADE CHANGES**

<u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
CE2160	Associate Development Project Coordinator	808-E (\$46,459-\$74,334)	810-E (\$53,092-\$84,947)
CE0371	Associate City Planner	809-E (\$49,665-\$79,464)	811-E (\$56,755-\$90,808)
CE2836	Associate City Planner – Hourly	809-E (\$49,665-\$79,464)	811-E (\$56,755-\$90,808)
CE2161	Senior Development Project Coordinator	810-E (\$53,092-\$84,947)	812-E (\$60,671-\$97,074)
CE0429	Senior City Planner	811-E (\$56,755-\$90,808)	813-E (\$64,857-\$103,771)
CE2636	Senior City Planner – Hourly	811-E (\$56,755-\$90,808)	813-E (\$64,857-\$103,771)
CE2159	Principal City Planner	813-E (\$64,857-\$103,771)	815-E (\$74,116-\$118,586)
CE1566	Development and Planning Supervisor	813-E (\$64,857-\$103,771)	815-E (\$74,116-\$118,586)

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 August 15, 2013 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 Heather Britton [heather.britton@denvergov.org](mailto:heather.britton@denvergov.org), Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, August 14, 2013**. 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday August 13, 2013**.

**REVISED PAY GRADE CHANGES**

<u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
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	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>FLSA:</u>
Associate Development Project Coordinator	3 – None/Incidental	2 – Professional	Exempt
Associate City Planner	3 – None/Incidental	2 – Professional	Exempt
Senior Development Project Coordinator	3 – None/Incidental	2 – Professional	Exempt
Senior City Planner	3 – None/Incidental	2 – Professional	Exempt
Principal City Planner	2 - Lead Worker	2 – Professional	Exempt
Development and Planning Supervisor	6 – First Level Supervisor	2 – Professional	Exempt

Medical Group:

These classes are Sedentary.

Synopsis:

In the 2012 Annual Pay Survey, the Plan Review Technician classes were moved up four pay grades based on market data. This created compression issues based on established pay relationships to other classes in the Engineering and Science Occupational Group. For example, the Associate and Senior Plans Review Technician classes are now at a higher pay range than the City's professional planner and project coordinator classes. The Office of Human Resources (OHR) would like to rectify the pay relationships within the Engineering and Science Occupational Group by recommending new pay grades for the professional planner and project coordinator classes.

The Associate City Planner and the Associate Development Project Coordinator classes are compensated at a lower pay range than the Associate Plans Review Technician. The Associate Plans Review Technician requires one year of college and two years of technical experience, whereas, the Associate City Planner and the Associate Development Project Coordinator classes require a bachelor's degree and professional level experience.

The same pay inequity exists for the Senior City Planner and the Senior Development Project Coordinator. A Senior Plans Review Technician is now compensated higher than both Senior City Planner and the Senior Development Project Coordinator. The Senior Plans Review Technician requires an associate's degree and two years of technical experience. A Senior City Planner requires a master's degree and professional level experience, while the Senior Development Project Coordinator requires a bachelor's degree and professional level experience.

The scope of work and level of responsibility assigned to planners and project coordinators is far greater than that of plan review staff. The plans review staff members are required to know and understand the building codes for residential and small commercial buildings and/or zoning regulations for single family homes and duplexes. Whereas, Senior City Planners coordinate complex planning projects and/or multi-agency/multi-jurisdictional planning efforts, develops long and short term plans, programs, goals, and policies involving city/region wide planning initiatives and translate planning goals and policies into regulatory systems and capital improvement systems.

The Senior Development Project Coordinators coordinate the review of complex, multifaceted development projects including ensuring plans and specifications conform to applicable codes, rules, and regulations, the comprehensive plan, and other specialized city plans and organize the work of a multi-disciplinary project team comprised of staff members from various city agencies and external entities.

#### Pay Rationale:

The pay grade recommendation for the **Senior City Planner** is based on market data from Mountain States Employers Council and Colorado Municipal League. First, an average of the market rates from both surveys indicate that the midpoint of pay grade 811-E, which is the current pay grade for the Senior City Planner, is 8.38% behind the market average rate.

Next, additional analysis was used to see if Denver has an overall impact on the local market. The market impact will account for the unique demands of providing planning services in a large urban city with multi-million dollar projects as well as coordinating and project management on large city and regional projects, such as the mass transit design projects around Fastracks. Many of the other local cities in the sample look to Denver to set policy and standards to guide their own plans.

To quantify the impact that Denver has on the local market, OHR used the average statistical t-test value, which compares the impact that Denver has on the local market to the average local market pay rate and the number of employed planners over the last five years. The results of the market impact analysis found that there is a statistically-significant effect that Denver has on the local market, by 5.7%. The final data indicated that the mid-point of the Senior City Planner, at 811-E, is actually 14.56% behind market. As a result, it is recommended to place the Senior City Planner at 813-E to keep pace with the market.

The pay grade recommendation for the **Associate City Planner** is based on an internal relationship to the Senior City Planner. It is recommended to move the Associate City Planner from 809-E to 811-E to maintain a two pay grade difference to the Senior City Planner, which aligns to internal compensation practices. Similarly, the pay grade recommendation for the Principal City Planner is based on an internal relationship to the Senior City Planner. It is recommended to move the Principal City Planner from 813-E to 815-E to maintain a two pay grade difference to the Senior City Planner, which aligns to internal compensation practices.

The pay grade recommendations for the Development and Planning Supervisor, Associate Development Project Coordinator, and Senior Development Project Coordinator are based on internal relationship. First, the pay grade for the **Development and Planning Supervisors** should be increased from 813-E to 815-E, at a +2 established internal relationship to the Senior City Planner.

The **Associate Development Project Coordinator**, 808-E, is currently at a -1 pay relationship to the Associate City Planner, and **Senior Development Project Coordinator**, 810-E, is currently at a -1 pay relationship to the Senior City Planner. It is recommended to change the pay grades for these classifications to maintain the existing internal relationship to the planners. Therefore, it is recommended to place the Associate Development Project Coordinator at 810-E, and the Senior Development Project Coordinator at 812-E.

#### Employee Impact:

There will be 12 employees who will receive an increase that will bring the employees up to the range minimum. The rest of the employees will move pay to pay.

#### Budget Impact:

There is an annual budget impact of \$43,203. The budget impact per agency is as follows:

Community Planning and Development	\$23,177.00 (6 employees)
Department of Public Works	\$14,397.00 (3 employees)
Department of Aviation	\$3,874.00 (2 employees)
Office of Economic Development	\$1,755.00 (1 employee)

Each agency with a budget impact has been notified and approves the budget impact for their agency.

#### Organizational Data:

The employees in the study report to a variety of positions.

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.