

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: **December 24, 2012**

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 # 1375.**

Career Service Authority respectfully requests that this go on Consent the week of December 31, 2012 through January 4, 2013. If not approved for Consent, we request this go to General Government Committee on January 9, 2013.

3. **Requesting Agency:** Career Service Authority

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:** Heather Britton
- **Phone:** 720-913-5699
- **Email:** heather.britton@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

1. **Classification Notice 1375- Pool Coordinator** is a title and pay grade change from Pool Supervisor (117-Z). The Department of Parks and Recreation's Recreation Division requested that Career Service Authority (CSA) change the pay grade and classification title for Pool Supervisor. The growth of aquatics programming and the expanded hours of operation for recreation center pools has created an operational need for the Recreation Division to hire employees classified as Pool Supervisor in the position category of *full-time* as defined by Career Service Rule 5-33 (B) 1. Currently the pay grade for the Pool Supervisor classification is in the Community Rate Pay Schedule which is "applicable for classifications in the sports and entertainment field which do not have traditional year-round or seasonal schedules" (Career Service Rule 8-30 A). In order to allow the flexibility for the division to hire employees to perform this work in any position category (full-time, part-time or on-call), it is proposed to move the classification to a non-exempt salary schedule. Additionally, it is proposed to change the title of the classification from Pool Supervisor to Pool Coordinator. The use of the word supervisor in a classification title has a certain distinction within the city's classification and pay plan. Typically, supervisory classifications are designated to perform the full scope of supervisor duties and operate at a level within the organization's structure that is just below management. The Recreation Division's classification that operates at that level is the Recreation Supervisor, which is the position the Pool Supervisor reports to currently. It is more consistent with the titling schemes in the classification and pay plan and the Recreation Divisions position hierarchy to title the position Pool Coordinator. No immediate budget impact.

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

POSTING IS REQUIRED

Classification Notice No. 1375

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: December 5, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Pool Supervisor (117-Z) to Pool Coordinator (607-C).

The Department of Parks and Recreation's Recreation Division requested that Career Service Authority (CSA) change the pay grade and classification title for Pool Supervisor. The growth of aquatics programming and the expanded hours of operation for recreation center pools has created an operational need for the Recreation Division to hire employees classified as Pool Supervisor in the position category of *full-time* as defined by Career Service Rule 5-33 (B) 1. Currently the pay grade for the Pool Supervisor classification is in the Community Rate Pay Schedule which is "applicable for classifications in the sports and entertainment field which do not have traditional year-round or seasonal schedules" (Career Service Rule 8-30 A). In order to allow the flexibility for the division to hire employees to perform this work in any position category (full-time, part-time or on-call), it is proposed to move the classification to a non-exempt salary schedule.

Additionally, it is proposed to change the title of the classification from Pool Supervisor to Pool Coordinator. The use of the word supervisor in a classification title has a certain distinction within the city's classification and pay plan. Typically, supervisory classifications are designated to perform the full scope of supervisor duties and operate at a level within the organization's structure that is just below management. The Recreation Division's classification that operates at that level is the Recreation Supervisor, which is the position the Pool Supervisor reports to currently. It is more consistent with the titling schemes in the classification and pay plan and the Recreation Divisions position hierarchy to title the position Pool Coordinator.

**REVISED CLASS SPECIFICATION INCLUDING
TITLE & PAY GRADE CHANGE**

<u>Current Job Code:</u>	<u>Proposed Job Code</u>	<u>Current Title:</u>	<u>Proposed Title:</u>
RG2403	CC2741	Pool Supervisor	Pool Coordinator
<u>Current Pay Grade & Range</u>		<u>Proposed Pay Grade & Range</u>	
117-Z (\$13.31 - \$18.23)		607-C - (Annual Range \$26,097 - \$38,102) (Hourly Range \$12.55 - \$18.32)	

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 re-allocations shall be the beginning of the first work week following approval by the Board."

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 December 20, 2012 9:00 a.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday, December 19, 2012**. 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, December 18, 2012**.

CHANGES IN THE CLASSIFICATION AND PAY PLAN
DECEMBER 20, 2012

PAY GRADE AND TITLE CHANGE

<u>Current Job Code</u> RG2403	<u>Proposed Job Code</u> CC2741	<u>Current Classification Title</u> Pool Supervisor	<u>Proposed Classification Title</u> Pool Coordinator
<u>Present Pay Grade</u> 117-Z (\$13.31 - \$18.23)	<u>Proposed Pay Grade</u> 607-C (Annual Range \$26,097 - \$38,102) (Hourly Range \$12.55 - \$18.32)		
<u>Supervisory Level:</u> 2 - Lead worker	<u>EEO Code:</u> 8 – Service/Maintenance	<u>Medical Group:</u> M –Medium Physical	<u>FLSA:</u> Non-Exempt

Synopsis:

The Department of Parks and Recreation’s Recreation Division requested that Career Service Authority (CSA) change the pay grade and classification title for Pool Supervisor. The growth of aquatics programming and the expanded hours of operation for recreation center pools has created an operational need for the Recreation Division to hire employees classified as Pool Supervisor in the position category of *full-time* as defined by Career Service Rule 5-33 (B) 1. Currently the pay grade for the Pool Supervisor classification is in the Community Rate Pay Schedule which is “applicable for classifications in the sports and entertainment field which do not have traditional year-round or seasonal schedules” (Career Service Rule 8-30 A). In order to allow the flexibility for the division to hire employees to perform this work in any position category (full-time, part-time or on-call), it is proposed to move the classification to a non-exempt salary schedule.

Additionally, it is proposed to change the title of the classification from Pool Supervisor to Pool Coordinator. The use of the word supervisor in a classification title has a certain distinction within the city’s classification and pay plan. Typically, supervisory classifications are designated to perform the full scope of supervisor duties and operate at a level within the organization’s structure that is just below management. The Recreation Division’s classification that operates at that level is the Recreation Supervisor, which is the position the Pool Supervisor reports to currently. It is more consistent with the titling schemes in the classification and pay plan and the Recreation Divisions position hierarchy to title the position Pool Coordinator.

Pay Rationale:

Market survey data was used to determine the appropriate pay grade for the Pool Supervisor. Survey data from the Mountain States Employers Council, Inc (MSEC) 2012 Public Employers’ Survey provided two matches for the duties of this position; one specifically seasonal and the other for the same duties performed on a year-round basis. The pay rates for both matches were blended for the Denver/Metro Area to determine the average market rate.

The average actual pay rate for the market is \$15.14 per hour, which corresponds to the midpoint of pay grade 607-C (\$12.55 - \$18.32), which is \$15.43 per hour. This provides a percent difference of 1.9 %.

It is recommended to place the Pool Supervisor in the C - Clerical and Support Services Occupational group because the position performs supportive and/or supervisory duties to oversee daily pool operations and carries out program plans and schedules previously developed by higher level positions. This is most consistent with the definition of the C – Clerical and Support Services occupational group.

Employee Impact:

No employee impact. All current employees in this classification are paid at a rate within the proposed pay range.

Budget Impact:

There is no budget impact.

Organizational Data:

This class will continue to be utilized in Denver Parks and Recreation’s Recreation Division. The reporting structure will remain consistent with their current operations.

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 reallocations shall be the beginning of the first work week following approval by the Board.”