

**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: **July 21, 2011**

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 #'s 1344, 1345 and 1346.**

Career Service Authority respectfully requests that this go on Consent the week of August 1, 2011 through August 5, 2011. If not approved for Consent, we request this go to General Government Committee on August 10, 2011.

3. Requesting Agency: Career Service Authority

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

- Name: Alena Martinez
- Phone: 720-913-5726
- Email: [alena.martinez@denvergov.org](mailto:alena.martinez@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: Bruce Backer
- Phone: 720-913-5643
- Email: [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org)

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

1. **Classification Notice #1344 – Forensic Laboratory Technician (617-E)** is a new class. This study is the result of a request from the Police Department's Crime Lab. They would like to add a new position to assist the Forensic Scientists in the lab with technical duties. Currently, these duties are performed by employees in the Cadet program, but due to budget constraints and unit restructuring, they would like to make this a permanent position and set the pay appropriately. This study proposes a recommendation of pay grade 617-E based on a survey of local and national law enforcement agencies. There is no budget impact.
2. **Classification Notice #1345 – Executive (824-I)** is a new class. **Deputy City Attorney** is a pay grade change from 821-L to **823-L**. **Deputy Manager of Parks & Recreation** is a pay grade change from 814-A to **817-A**. **Director of the Denver Office of Economic Development (820-A)** is a title and pay grade change from Director of the Mayor's Office of Economic Development (818-A). As stated in Section 18-52 of the Denver Revised Municipal Code, "the pay of employees not in the career service shall be fixed in accordance with the classification and pay plan adopted by ordinance." As a result, Career Service Authority conducted a pay survey for key Mayoral Appointee positions. There are two outcomes of this survey: 1) to develop pay range recommendations based on market data and internal relationships to both peers and subordinates, and 2) to develop classification recommendations that will incorporate these Mayoral Appointee positions into the City's Classification and Pay Plan. There is no budget impact.
3. **Classification Notice 1346 –Special Education Teaching Assistant (614-O) and Special Education Teaching Assistant Supervisor (806-O)** are new classes. The Family Crisis Center (FCC) at DHS currently has staff that is providing paraprofessional classroom assistance to the Special Education Teachers who instruct youth at the FCC. Current Federal legislation necessitates the creation of a new Special Education Teaching Assistant class to ensure that the staff has the necessary skills and knowledge to comply with Federal

requirements for instructional paraprofessionals. The No Child Left Behind (NCLB) Act of 2001 specifies employment requirements for instructional paraprofessionals working in PK-12 Title I programs, and these requirements include higher levels of education for instructional paraprofessionals working in Title I schools. Specifically, instructional paraprofessionals must possess specific skills and knowledge in reading, writing, mathematics and instruction to be considered qualified to assist in instruction. The NCLB outlines requirements that apply to all instructional paraprofessionals (including those who work with students with disabilities) carrying out instructional duties in a school-wide program, regardless of whether the positions are funded with federal, state or local funds. In a school-wide program, Title I funds support all teachers and instructional paraprofessionals. Facility schools such as the FCC's were not required to follow components of the NCLB until the last few years. Facility schools, private schools and institutions all have unique components and have to go through different stages of implementation, and the reauthorization of NCLB is underway under the Obama administration. DHS is complying with guidelines set forth by the Facilities Unit at the Colorado Department of Education. The Special Education Teaching Assistant Supervisor classification will be responsible for all elements of supervision over the Special Education Teaching Assistants. It is not practical for Special Education Teachers to be responsible for supervising the assistants, as their role is concentrated solely on teaching. Special Education Teachers spend their time focusing on Individualized Education Plans, direct instruction, academics, behavior management, etc.; and while they will indirectly provide guidance and supervision to teaching assistants, the teaching assistants will interact with multiple teachers during the school day so having a designated supervisor is critical to be able to streamline and focus the supervision of the teaching assistants back to one person. Also, the supervisor class will alleviate a strenuous span of control for the Special Education Teacher Supervisor, who currently supervises 11 FTE's and 4 contract positions. Budget impact form is attached.

***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. 1344**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: July 6, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Forensic Laboratory Technician.**

This study is the result of a request from the Police Department's Crime Lab. They would like to add a new position to assist the Forensic Scientists in the lab with technical duties. Currently, these duties are performed by employees in the Cadet program, but due to budget constraints and unit restructuring, they would like to make this a permanent position and set the pay appropriately. This study proposes a recommendation of pay grade 617-E based on a survey of local and national law enforcement agencies.

**NEW CLASS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CE2442	Forensic Laboratory Technician	617-E (\$39,851-\$49,008-\$58,164)

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 July 21, 2011 9:00 a.m.** in the CSA Board Room, Room 4.F.6, 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](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday July 20, 2011**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday July 19, 2011**.

**NEW CLASS**

Job Code:  
CE2442

Classification Title:  
Forensic Laboratory Technician

Proposed Pay Grade  
617-E (\$39,851-\$49,008-\$58,164)

Supervisory Level:  
3-None-Incidental

EEO Code:  
3-Technical

Medical Group:  
Medium Physical

FLSA:  
Non-Exempt

Synopsis:

This study is the result of a request from the Police Department's Crime Lab. They would like to add a new position to assist the Forensic Scientists in the lab with technical duties. Currently, these duties are performed by employees in the Cadet program, but due to budget constraints and unit restructuring, they would like to make this a permanent position and set the pay appropriately. This study proposes a recommendation of pay grade 617-E based on a survey of local and national law enforcement agencies.

Pay Rationale:

The Forensic Laboratory Technician is a new classification proposed for the Denver Police Department's crime lab. Since Denver's Crime Lab is structured differently than area labs, a survey was conducted of the nationwide comparable cities and counties' law enforcement crime labs, based on the compensation unit's comparable cities list. 46 municipalities were contacted, eighteen responded, and nine indicated they had a match to this position. A match was deemed appropriate based on its comparability and similarity to the proposed classification's duties, education, and experience. A geographic differential was applied to this data to adjust it for the Denver metro area.

It is proposed to set the pay grade for this new classification at pay grade 617-E. This is based on the market data, which supports pay grade 617-E. The Forensic Scientist Technician pay grade should be in occupational group E-Engineering & Science, which includes the professional forensic scientists and the supervisor, existing classes in the series and a potential career path. The pay data indicates that the midpoint of pay grade 617-E is 0.21% greater than the average market midpoint and 2.00% greater than the market median. This is an excellent match between the market data and the pay grade 617-E.

Employee Impact:

There is no employee impact.

Budget Impact:

There is no budget impact.

Organizational Data:

The Forensic Laboratory Technician will report to Forensic Scientist Supervisor.

Effective Date Rule:

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. 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

**POSTING IS REQUIRED**

**Classification Notice No. 1345**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: July 6, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Executive (824-I). We are also changing the pay grades of Deputy City Attorney from 821-L to 823-L and Deputy Manager of Parks & Recreation from 814-A to 817-A. Lastly, we are changing the title and pay grade of Director of the Mayor's Office of Economic Development (818-A) to Director of the Denver Office of Economic Development (820-A).**

As stated in Section 18-52 of the Denver Revised Municipal Code, "the pay of employees not in the career service shall be fixed in accordance with the classification and pay plan adopted by ordinance." As a result, Career Service Authority conducted a pay survey for key Mayoral Appointee positions. There are two outcomes of this survey: 1) to develop pay range recommendations based on market data and internal relationships to both peers and subordinates, and 2) to develop classification recommendations that will incorporate these Mayoral Appointee positions into the City's Classification and Pay Plan.

**NEW CLASS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
MI2445	Executive	824-I (\$142,022-\$226,608)

**PAY GRADE CHANGE**

<b><u>Job Code:</u></b>	<b><u>Classification Title:</u></b>	<b><u>Current Pay Grade &amp; Range:</u></b>	<b><u>Proposed Pay Grade &amp; Range:</u></b>
ML0030	Deputy City Attorney	821-L (\$112,078-\$178,881)	823-L (\$128,107-\$204,431)
MA0049	Deputy Manager of Parks & Recreation	814-A (\$73,181-\$116,776)	817-A (\$89,409-\$142,677)

**PAY GRADE & TITLE CHANGE**

<b><u>Job Code:</u></b>	<b><u>Current Classification Title:</u></b>	<b><u>Current Pay Grade &amp; Range:</u></b>
MA0054	Director of the Mayor's Office of Economic Development	818-A (\$95,590-\$152,530)

  

<b><u>Proposed Classification Title:</u></b>	<b><u>Proposed Pay Grade &amp; Range:</u></b>
Director of the Denver Office of Economic Development	820-A (\$109,238-\$174,334)

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 July 21, 2011** **9:00 a.m.** in the CSA Board Room, Room 4.F.6, 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](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday July 20, 2011**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday July 19, 2011**.

NEW CLASS

<u>Job Code:</u> MI2445	<u>Classification Title:</u> Executive	<u>Pay Grade &amp; Range</u> 824-I (\$142,022-\$226,608)	
<u>Supervisory Level:</u> 9 – Executive	<u>EEO Code:</u> 1 – Officials & administrators	<u>Medical Group:</u> S – Sedentary	<u>FLSA:</u> Exempt

**PAY GRADE CHANGE**

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Current Pay Grade &amp; Range:</u>	<u>Proposed Pay Grade &amp; Range:</u>
ML0030	Deputy City Attorney	821-L (\$112,078-\$178,881)	823-L (\$128,107-\$204,431)
MA0049	Deputy Manager of Parks & Recreation	814-A (\$73,181-\$116,776)	817-A (\$89,409-\$142,677)

**PAY GRADE & TITLE CHANGE**

<u>Job Code:</u> MA0054	<u>Current Classification Title:</u> Director of the Mayor’s Office of Economic Development	<u>Current Pay Grade &amp; Range:</u> 818-A (\$95,590-\$152,530)
<u>Proposed Classification Title:</u> Director of the Denver Office of Economic Development	<u>Proposed Pay Grade &amp; Range:</u> 820-A (\$109,238-\$174,334)	

Synopsis:

As stated in Section 18-52 of the Denver Revised Municipal Code, “the pay of employees not in the career service shall be fixed in accordance with the classification and pay plan adopted by ordinance.” As a result, Career Service Authority conducted a pay survey for key Mayoral Appointee positions. There are two outcomes of this survey: 1) to develop pay range recommendations based on market data and internal relationships to both peers and subordinates, and 2) to develop classification recommendations that will incorporate these Mayoral Appointee positions into the City’s Classification and Pay Plan.

Pay Rationale:

A summary of the pay rationale for each Mayoral Appointee classification appears below.

**Chief Information Officer**

The pay grade recommendation for the Chief Information Officer is based on local and national market data. The average of the median pay and pay range from each data source was analyzed. The recommended pay grade based on this market data is 824-I (\$142,022 to \$226,608). It is recommended to place the Executive classification in the Information Technology occupational group at pay grade 824-I to accommodate the Chief Information Officer position.

**Deputy City Attorney**

The pay grade recommendation for the Deputy City Attorney is based on an internal relationship to its subordinate, the Assistant City Attorney – Division Director and its immediate manager, the City Attorney. The Assistant City Attorney – Division Director is at pay grade 822-L; the City Attorney is at pay grade 824-L. To maintain equity with these classifications, it is recommended to place the Deputy City Attorney at 823-L (\$128,107 to \$204,431).

**Deputy Manager of Parks and Recreation**

The pay grade recommendation for the Deputy Manager of Parks and Recreation is based on national data. The median rate and pay range, along with the average rate and pay range were analyzed. The recommended pay grade based on this market data is 817-A (\$89,409 to \$142,677). The recommendation of 817-A is further supported by internal relationships to its subordinate, Manager 2 and its immediate manager, the Manager of the Department of Parks and Recreation. It is typical internal compensation practice to allow a two pay grade difference between a manager and its subordinates. The Manager 2 is at pay grade 815-A; the Manager of the Department of Parks and Recreation is at pay grade 819-A.

**Director of the Denver Office of Economic Development**

The pay grade recommendation for the Director of the Denver Office of Economic Development is based on an internal relationship to its highest level subordinate, who is classified as Executive Director (818-A). It is typical internal compensation practice to allow a two pay grade difference between a manager and its subordinates; therefore the recommended pay grade for the Director of the Denver Office of Economic Development is 820-A (\$109,238 to \$174,334). Placing the Director of the Denver Office of Economic Development at 820-A creates an internal relationship to the Manager of Community Planning and Development based on 1) the scope and size of both operations and 2) the scope and breadth of responsibility that both incumbents have over numerous and varied programs. This recommendation is further supported by a multiple regression model created by CSA, which indicates that pay grade 820-A is the appropriate pay grade for the Director of the Denver Office of Economic Development.

Employee Impact:

None

Budget Impact:

None

Organizational Data:

Incumbents in the classifications listed above are appointed to serve at the pleasure of the mayor pursuant to Charter section 9.1.1 (E)(iv).

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.



**POSTING IS REQUIRED**

**Classification Notice No. 1346**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: July 6, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Special Education Teaching Assistant (614-O) and Special Education Teaching Assistant Supervisor (806-O).**

The Family Crisis Center (FCC) at DHS currently has staff that is providing paraprofessional classroom assistance to the Special Education Teachers who instruct youth at the FCC. Current Federal legislation necessitates the creation of a new Special Education Teaching Assistant class to ensure that the staff has the necessary skills and knowledge to comply with Federal requirements for instructional paraprofessionals.

The No Child Left Behind (NCLB) Act of 2001 specifies employment requirements for instructional paraprofessionals working in PK-12 Title I programs, and these requirements include higher levels of education for instructional paraprofessionals working in Title I schools. Specifically, instructional paraprofessionals must possess specific skills and knowledge in reading, writing, mathematics and instruction to be considered qualified to assist in instruction. The NCLB outlines requirements that apply to all instructional paraprofessionals (including those who work with students with disabilities) carrying out instructional duties in a school-wide program, regardless of whether the positions are funded with federal, state or local funds. In a school-wide program, Title I funds support all teachers and instructional paraprofessionals.

Facility schools such as the FCC's were not required to follow components of the NCLB until the last few years. Facility schools, private schools and institutions all have unique components and have to go through different stages of implementation, and the reauthorization of NCLB is underway under the Obama administration. DHS is complying with guidelines set forth by the Facilities Unit at the Colorado Department of Education.

The Special Education Teaching Assistant Supervisor classification will be responsible for all elements of supervision over the Special Education Teaching Assistants. It is not practical for Special Education Teachers to be responsible for supervising the assistants, as their role is concentrated solely on teaching. Special Education Teachers spend their time focusing on Individualized Education Plans, direct instruction, academics, behavior management, etc.; and while they will indirectly provide guidance and supervision to teaching assistants, the teaching assistants will interact with multiple teachers during the school day so having a designated supervisor is critical to be able to streamline and focus the supervision of the teaching assistants back to one person. Also, the supervisor class will alleviate a strenuous span of control for the Special Education Teacher Supervisor, who currently supervises 11 FTE's and 4 contract positions.

**NEW CLASSES**

<u>Job Code</u>	<u>Classification Title:</u>	<u>Pay Grade &amp; Range</u>
CO2446	Special Education Teaching Assistant	614-O (\$32,276-\$47,123)
CO2447	Special Education Teaching Assistant Supervisor	806-O (\$36,881-\$58,843)

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 July 21, 2011** 9:00 a.m. in the CSA Board Room, Room 4.F.6, 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](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday July 20, 2011**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday July 19, 2011**.

CHANGES IN THE CLASSIFICATION AND PAY PLAN  
August 23, 2011

**NEW CLASSES**

<u>Job Code</u>	<u>Classification Title:</u>	<u>Pay Grade &amp; Range</u>
CO2446	Special Education Teaching Assistant	614-O (\$32,276-\$47,123)
CO2447	Special Education Teaching Assistant Supervisor	806-O (\$36,881-\$58,843)

Supervisory Level:

3-None/Incidental (Special Education Teaching Assistant)  
6-First Level Supervisor (Special Education Teaching Assistant Supervisor)

EEO Code:

5-Paraprofessional (Special Education Teaching Assistant)  
2-Professional (Special Education Teaching Assistant Supervisor)

Medical Group:

Sedentary (Both classes)

FLSA:

Non-Exempt (Special Education Teaching Assistant)  
Exempt (Special Education Teaching Assistant Supervisor)

Synopsis:

The Family Crisis Center (FCC) at DHS currently has staff that is providing paraprofessional classroom assistance to the Special Education Teachers who instruct youth at the FCC. Current Federal legislation necessitates the creation of a new Special Education Teaching Assistant class to ensure that the staff has the necessary skills and knowledge to comply with Federal requirements for instructional paraprofessionals.

The No Child Left Behind (NCLB) Act of 2001 specifies employment requirements for instructional paraprofessionals working in PK-12 Title I programs, and these requirements include higher levels of education for instructional paraprofessionals working in Title I schools. Specifically, instructional paraprofessionals must possess specific skills and knowledge in reading, writing, mathematics and instruction to be considered qualified to assist in instruction. The NCLB outlines requirements that apply to all instructional paraprofessionals (including those who work with students with disabilities) carrying out instructional duties in a school-wide program, regardless of whether the positions are funded with federal, state or local funds. In a school-wide program, Title I funds support all teachers and instructional paraprofessionals.

Facility schools such as the FCC's were not required to follow components of the NCLB until the last few years. Facility schools, private schools and institutions all have unique components and have to go through different stages of implementation, and the reauthorization of NCLB is underway under the Obama administration. DHS is complying with guidelines set forth by the Facilities Unit at the Colorado Department of Education.

The Special Education Teaching Assistant Supervisor classification will be responsible for all elements of supervision over the Special Education Teaching Assistants. It is not practical for Special Education Teachers to be responsible for supervising the assistants, as their role is concentrated solely on teaching. Special Education Teachers spend their time focusing on Individualized Education Plans, direct instruction, academics, behavior management, etc.; and while they will indirectly provide guidance and supervision to teaching assistants, the teaching assistants will interact with multiple teachers during the school day so having a designated supervisor is critical to be able to streamline and focus the supervision of the teaching assistants back to one person. Also, the supervisor class will alleviate a strenuous span of control for the Special Education Teacher Supervisor, who currently supervises 11 FTE's and 4 contract positions.

Pay Rationale:

The proposed pay grade and range for the Special Education Teaching Assistant class is 614-O (\$32,276-\$47,123). Market data was used to determine the appropriate pay grade for the Special Education Teaching Assistant. Pay data was collected from all metro-area school districts along with metro-area residential facilities, day treatment programs and state operated programs, and eight (8) matches were identified. The average range midpoint for these matches is \$159.25 (daily), which corresponds to the midpoint of 614-O (\$32,276-\$47,123), which is \$159.44 (daily). This

provides a percent difference of 0.12%; and as a result pay grade 614-O is recommended for Special Education Teaching Assistant.

The proposed pay grade and range for the Special Education Teaching Assistant Supervisor is 806-O (\$36,881-58,843). This would create a +2 pay grade relationship between this class and the class it supervises, which is consistent with the internal Compensation practice regarding pay relationships between supervisors and direct reports.

Employee Impact:

Five (5) employees on the Education Team currently classified as Youth Workers will be reallocated to the new Special Education Teaching Assistant class, and one (1) employee currently classified as a Youth Counselor will be reallocated to the new Special Education Teaching Assistant Supervisor class. One (1) currently vacant Youth Worker position will also be reclassified to Special Education Teaching Assistant.

Budget Impact:

One employee currently classified as a Youth Worker will move to the range minimum of the Special Education Teaching Assistant pay range, with an annual budget impact of \$660. The current salaries of the other four employees moving to Special Education Teaching Assistant, along with the one employee moving to Special Education Teaching Assistant Supervisor, will all fall within the new pay ranges and will not impact the annual budget.

Organizational Data:

These classes will be created specifically for DHS, and will be utilized by the Family Crisis Center on their Education Team.

Proposed Effective Date:

Per Career Service Rule 7-37(A), the effective date will be the beginning of the first work week following approval by the Career Service Board and contingent upon approval by City Council.