

**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.*

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Date of Request: **February 5, 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 #1511**

3. Requesting Agency: Office of Human Resources

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

- Name: Alena Duran
- Phone: 720-913-5726
- Email: [alena.duran@denvergov.org](mailto:alena.duran@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](mailto: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 adding Golf Cart Attendant and Golf Sales Associate. The Golf Division of the Department of Parks and Recreation requested that the Office of Human Resources (OHR) create two new golf specific classes. It is proposed to create a Golf Cart Attendant and a Golf Sales Associate. Employees in these classes are on-call employees.

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. 1511**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: January 22, 2016  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Golf Cart Attendant and Golf Sales Associate.**

The Golf Division of the Department of Parks and Recreation requested that the Office of Human Resources (OHR) create two new golf specific classes. It is proposed to create a Golf Cart Attendant and a Golf Sales Associate. Employees in these classes are on-call employees.

**NEW CLASSES**

<b><u>Proposed Classification Title:</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
Golf Cart Attendant	212-Y (\$8.23 - \$9.22)
Golf Sales Associate	112-Z (\$9.38 - \$12.85)

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 February 4 at 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 Nicole de Gio-Keane [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Alena Duran [alena.duran@denvergov.org](mailto:alena.duran@denvergov.org) by 8:00 a.m. on **Thursday, February 4, 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](mailto:alisha.gronniger@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday February 2, 2016**.

**NEW CLASSES****Classification Title**

Golf Cart Attendant  
Golf Sales Associate

**Pay Grade & Range**

212-Y (\$8.23 - \$9.22)  
112-Z (\$9.38 - \$12.85)

**Supervisory Level:**

Golf Cart Attendant: 3 – None/Incidental  
Golf Sales Associate: 3 – None/Incidental

**EEO Code:**

Golf Cart Attendant: 8 – Service/Maintenance  
Golf Sales Associate: 6 – Office/Clerical

**Medical Group:**

Golf Cart Attendant: Medium Physical  
Golf Sales Associate: Sedentary

**Synopsis:**

The Golf Division of the Department of Parks and Recreation requested that the Office of Human Resources (OHR) create two new golf specific classes. It is proposed to create a Golf Cart Attendant and a Golf Sales Associate. Employees in these classes are on-call employees.

The Golf Cart Attendant ensures golf carts are clean and assists with the day to day operations and maintenance of a golf course, driving range and golf cart fleet. The Golf Sales Associate assists customers in the Golf Pro Shop with purchasing merchandise, answering questions and accepting payment for goods.

Golf is currently using a Recreation Aide and a Recreation Facility Assistant for this work. This has always caused issues during recruitment because the title and job description weren't recognizable in the Golf industry. These classes were historically used in the Recreation Division so this made it confusing for applicants.

**Pay Rationale:**

It is recommended to place Golf Cart Attendant at pay grade 212-Y and the Golf Sales Associate at pay grade 112-Z.

Market data was used to determine the proposed pay grade for Golf Cart Attendant. The Mountain States Employer's Council 2015 Country Club survey position of Golf Course Range Attendant matched to the Golf Cart Attendant. The average actual pay rate for the market is \$8.79 per hour, which corresponds to the midpoint of 212-Y (\$8.23 - \$9.22), which is \$8.73 per hour. This provides a percent difference of .69%.

A market match was not found for the Golf Sales Associate. Golf is currently using the Recreation Facility Assistant which is a benchmark to the market. OHR is proposing to place Golf Sales Associate at 112-Z (\$9.38 - \$12.85) which provides a percent difference of 10.7% from the current class of Recreation Facility Assistant. Because Recreation Facility Assistant was a Recreation specific class, the pay has been an issue because it wasn't incorporating the cash handling and customer service function so Golf was losing candidates to competitors such as retailers and fast food restaurants that are offering a much higher wage. In order for Golf to stay competitive and get qualified candidates, we're recommending the higher pay grade and range.

**Employee Impact:**

There is a total of 36 employees that are affected. Thirteen of those are employees that will move from a Recreation Aide to a Golf Cart Attendant. Twenty three employees will move from a Recreation Facility Assistant to a Golf Sales Associate.

**Budget Impact:**

There is no budget impact because all current employees are moving pay to pay.

**Organizational Data:**

Golf Cart Attendants and Golf Cart Associates report directly to either an Assistant Golf Professional or a Golf Professional.

**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.