



ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Please mark one: ☒ Bill Request or ☐ Resolution Request **Date of Request:** March 11, 2019

1. Type of Request:

- ☐ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
☒ Other: Classification & Pay Plan Update

2. **Title:** Approves Classification Notice #1587 to increase minimum wage for CSA employees to \$13 per hour, effective July 1, 2019.

3. **Requesting Agency:** Department of Finance – Budget and Management Office

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Lindsay Schwerman and Brendon Hanlon	Name: Rachel Bardin
Email: lindsay.schwerman@denvergov.org and Brendon.Hanlon@denvergov.org	Email: Rachel.bardin@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The Budget and Management Office and the Office of Human Resources conducted an analysis of the Career Service Authority classifications and pay plan to determine what changes would be required in 2019 to establish a minimum wage of \$13/hour for City employees. This bill request implements changes to CSA position classifications to achieve the \$13/hour minimum wage by July 1, 2019.

This initiative originated with the Mayor's Office and is in response to Denver's wage growth trailing the rising cost of living. The goal for this initiative is to achieve \$15/hour minimum wage by 2021 through future Classification and Pay Plan changes in 2020 and 2021.

POSTING IS REQUIRED

Classification Notice No. 1587

To: Agency Heads and Employees
From: Karen Niparko, OHR Executive Director on behalf of the Mayor's Office

Date: February 22, 2019

Subject: Increases to Minimum Wage Floor for City Employees

The proposed changes amend the Classification and Pay Plan. Based upon an analysis it is recommended that changes be made to the Classification and Pay Plan which includes pay range adjustments and pay grade changes and changes to employee pay rates to be effective on July 1, 2019.

Public Hearing: Yes ☒ No ☐ in accordance with Career Service Rule 7-21

Public Notice of Changes:

The scheduled time for comments on these minimum wage floor increases at a public hearing is **Thursday, March 7, 2019 at 4:30 p.m.** in Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to the Classification & Compensation Division at compensation@denvergov.org by 8:00 a.m. on **Thursday, March 7, 2019**. 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 contact George Branchaud George.Branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday March 5, 2019**.

PAY GRADE ADJUSTMENTS

In the fall of 2018, the Mayor's Office requested a change to the city's minimum wage floor for all city employees. The Office of Human Resources (OHR) supports the Mayor's Office in the application of changes to the classification and pay plan. The minimum wage is proposed to increase as follows: \$13.00 per hour on July 1, 2019, \$14.00 per hour on July 1, 2020, and \$15.00 per hour on July 1, 2021.

The OHR analyzed all existing pay ranges to identify classifications whose pay range minimum is below the proposed wage floor rate. Classifications with current pay range minimums below the July 1, 2019 threshold rate of \$13.00 per hour were increased to the new threshold rate, and then the pay range maximums were recalculated appropriately for affected ranges only.

EMPLOYEE PAY ADJUSTMENTS

For the employee impact and cost analysis, all employees in affected pay ranges were provided pay increases. If any employee's current pay rate fell below any adjusted pay range minimum, their pay rate was increased to the new range minimum. For other employees whose pay rate was in the pay range, they will maintain their current placement in the pay range. For any employee whose pay rate was above range maximum, there was no change to the employee's pay rate.

REVISED PAY RANGES

Compensation Grade	Pay Range Minimum	Q2 Minimum	Q3 Minimum/ Range Midpoint	Q4 Minimum	Pay Range Maximum
A-403	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
A-604	\$13.00	\$14.49	\$15.99	\$17.48	\$18.98
B-403	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
C-605	\$13.00	\$14.49	\$15.99	\$17.48	\$18.98
J-405	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
J-606	\$13.00	\$14.49	\$15.99	\$17.48	\$18.98
Z-116	\$13.00	\$14.20	\$15.40	\$16.61	\$17.81

PAY RATE, PAY GRADE, OR PAY RANGE CHANGE

Job Code	Class Title	Current Grade	Current Range	Proposed Grade	Proposed Range
AC1520	Administrative Support Assistant I	C-605	(\$12.90-15.87-18.83)	C-605	(\$13.00-15.99-18.98)
BC1518	Administrative Support Assistant I	C-605	(\$12.90-15.87-18.83)	C-605	(\$13.00-15.99-18.98)
CC1480	Administrative Support Assistant I	C-605	(\$12.90-15.87-18.83)	C-605	(\$13.00-15.99-18.98)
LC1482	Administrative Support Assistant I	C-605	(\$12.90-15.87-18.83)	C-605	(\$13.00-15.99-18.98)
MC2429	Administrative Support Assistant I	C-605	(\$12.90-15.87-18.83)	C-605	(\$13.00-15.99-18.98)
VC1521	Administrative Support Assistant I	C-605	(\$12.90-15.87-18.83)	C-605	(\$13.00-15.99-18.98)
YC1478	Administrative Support Assistant I	C-605	(\$12.90-15.87-18.83)	C-605	(\$13.00-15.99-18.98)
CJ1877	Custodian	J-606	(\$12.87-15.83-18.79)	J-606	(\$13.00-15.99-18.98)
LJ1878	Custodian	J-606	(\$12.87-15.83-18.79)	J-606	(\$13.00-15.99-18.98)
CJ2525	Food Service Worker	J-603	(\$11.26-13.85-16.44)	J-606	(\$13.00-15.99-18.98)
CC2529	Golf and Pro Shop Assistant	C-605	(\$12.90-15.87-18.83)	C-608	(\$14.74-18.13-21.52)
CG2943	Golf Cart Attendant	Z-114	(\$11.10-13.15-15.20)	Z-116	(\$13.00-15.41-17.81)
RG2944	Golf Sales Associate	Z-116	(\$12.41-14.71-17.00)	Z-118	(\$14.27-16.91-19.55)
CG2378	Golf Starter and Ranger	Z-114	(\$11.10-13.15-15.20)	Z-116	(\$13.00-15.41-17.81)
CJ2546	Laundry Worker	J-603	(\$11.26-13.85-16.44)	J-606	(\$13.00-15.99-18.98)
RG3067	Lead Usher	Z-117	(\$13.31-15.77-18.23)	Z-120	(\$16.41-19.45-22.48)
LG2888	Library Aide	Z-115	(\$11.57-13.71-15.85)	Z-116	(\$13.00-15.41-17.81)
RG2401	Lifeguard	Z-114	(\$11.10-13.15-15.20)	Z-116	(\$13.00-15.41-17.81)
CG2113	Park Seasonal Laborer	Z-114	(\$11.10-13.15-15.20)	Z-116	(\$13.00-15.41-17.81)
TJ2465	Parks Intern I	J-405	(\$11.84)	J-405	(\$13.00)

To be completed by Mayor's Legislative Team:

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Job Code	Class Title	Current Grade	Current Range	Proposed Grade	Proposed Range
TB0017	Public Safety Cadet	B-403	(\$11.54)	B-403	(\$13.00)
RG2909	Recreation Assistant	Z-114	(\$11.10-13.15-15.20)	Z-116	(\$13.00-15.41-17.81)
RG3066	Senior Usher	Z-115	(\$11.57-13.71-15.85)	Z-118	(\$14.27-16.91-19.55)
RG2347	Usher	Z-114	(\$11.10-13.15-15.20)	Z-116	(\$13.00-15.41-17.81)
CJ2622	Washing Machine Operator	J-605	(\$12.31-15.14-17.97)	J-606	(\$13.00-15.99-18.98)
CA3142	Youth Operative Associate	A-601	(\$11.29-13.89-16.48)	A-604	(\$13.00-15.99-18.98)
TA1585	Youth Worker Mayors	A-403	(\$11.10)	A-403	(\$13.00)

ABOLISHED PAY GRADES AND ASSOCIATED RANGES

Compensation Grade	Pay Range Minimum	Pay Range Maximum
A-601	\$11.29	\$16.48
A-602	\$11.80	\$17.23
A-603	\$12.34	\$18.02
A-604	\$12.90	\$18.83
C-602	\$11.29	\$16.48
C-603	\$11.80	\$17.23
C-604	\$12.34	\$18.02
E-604	\$11.45	\$16.72
E-605	\$11.97	\$17.48
E-606	\$12.51	\$18.26
I-602	\$11.50	\$16.79
I-603	\$12.02	\$17.55
I-604	\$12.57	\$18.35
J-603	\$11.26	\$16.44
J-604	\$11.77	\$17.18
J-605	\$12.31	\$17.97
L-602	\$11.51	\$16.80
L-603	\$12.03	\$17.56
L-604	\$12.58	\$18.37
N-603	\$11.33	\$16.54
N-604	\$11.85	\$17.30
N-605	\$12.39	\$18.09
N-606	\$12.95	\$18.91
O-600	\$11.14	\$16.26
O-601	\$11.65	\$17.01
O-602	\$12.18	\$17.78
O-603	\$12.73	\$18.59
V-602	\$11.32	\$16.53
V-603	\$11.84	\$17.29
V-604	\$12.38	\$18.07
V-605	\$12.94	\$18.89
Z-114	\$11.10	\$15.20
Z-115	\$11.57	\$15.85

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ANTICIPATED EMPLOYEE IMPACT AND COST

Anticipated 2019 Annual Costs	\$2,191,786
Anticipated 2019 Costs (July 1 – December 31, 2019)	\$1,095,893
Anticipated Affected Employees	1,868

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