

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

Date of Request: **August 11, 2022**

Please mark one: **Bill Request** or **Resolution Request**

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 Notices #1728

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Blair Malloy	Name: Blair Malloy
Email: Blair.Malloy@denvergov.org	Email: Blair.Malloy@denvergov.org

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

The proposed change amends the Classification and Pay Plan by adjusting the classifications and pay tables that will be impacted by the minimum wage increase to \$17.29.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1728 – UPDATED POSTING

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: July 8, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adjusting the classifications and pay tables that will be impacted by the minimum wage increase to \$17.29.

In 2019, the Mayor’s Office and City Council established minimum wage policies affecting all employers and employees in the City and County of Denver. The city’s current minimum wage ordinance hourly rate is \$15.87 per hour and is required to increase on January 1, 2023. **This original posting on July 8, 2022, that was approved at the Career Service Board meeting on July 21, 2022, did not include a rate for 2023 pending official announcement by the city.** On August 9, 2022, the city announced the minimum wage of \$17.29, therefore the following changes must be made to the classification and pay plan, which includes certain pay range adjustments and abolishment of certain pay grades, and ensuring employee pay rates to be no less than the minimum wage rate, effective on January 1, 2023. Finally, certain classifications must change pay grade if the grade is being abolished in order to maintain grade distinctions between classifications in a series.

PAY TABLE CHANGES

Current Pay Tables

Non-Exempt

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
NE-06	\$16.22	\$18.25	\$20.28	\$22.31	\$24.33

Community Rate

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
CR-FLR	\$15.87	\$15.87	\$15.87	\$15.87	\$15.87
CR-07	\$16.87	\$18.45	\$20.03	\$21.62	\$23.20

Intern

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
A-411	\$15.87	\$16.39	\$16.90	\$17.42	\$17.93

Proposed Pay Tables

Non-Exempt

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
NE-06	\$17.29	\$19.45	\$21.61	\$23.78	\$25.94

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Community Rate

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
CR-FLR	\$17.29	\$17.29	\$17.29	\$17.29	\$17.29
CR-07	\$17.29	\$18.89	\$20.49	\$22.09	\$23.69

Intern

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
A-411	\$17.29	\$17.85	\$18.41	\$18.98	\$19.54

GRADE AND RANGE ABOLISHMENT

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
NE-05	\$15.87	\$17.86	\$19.84	\$21.83	\$23.81
CR-05	\$15.87	\$17.36	\$18.84	\$20.33	\$21.81
CR-06	\$16.06	\$17.57	\$19.07	\$20.58	\$22.08

PAY GRADE CHANGES

Job Profile Name	Current Pay Grade	Proposed Pay Grade 2023
Activities Leader Non-Certified	CR-05	CR-07
Administrative Support Assistant I	NE-05	NE-06
Administrative Support Assistant II	NE-06	NE-07
Administrative Support Assistant III	NE-07	NE-08
Clinical Care Technician	NE-05	NE-06
Community Health Worker Apprentice	NE-05	NE-06
Custodial Services Supervisor	NE-08	NE-09
Custodial Supervisor	NE-07	NE-08
Custodian	NE-05	NE-06
Custodian Lead	NE-06	NE-07
Food Service Worker	NE-05	NE-06
Golf Cart Attendant	CR-05	CR-07
Golf Player Ambassador	CR-05	CR-07
Golf Sales Associate	CR-05	CR-07
Laundry Supervisor	NE-06	NE-07
Laundry Worker	NE-05	NE-06
Library Aide	CR-05	CR-07
Lifeguard	CR-05	CR-07
Park Seasonal Laborer	CR-05	CR-07
Pool Coordinator	NE-05	NE-06
Public Safety Cadet	CR-FLR	CR-FLR
Recreation Assistant	CR-05	CR-07
Recreation Instructor	NE-05	NE-06
Recreation Services Representative	NE-05	NE-06
Security Officer	NE-05	NE-06

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Job Profile Name	Current Pay Grade	Proposed Pay Grade 2023
Sports Official Non-Certified	CR-05	CR-07
Stockkeeper I	NE-05	NE-06
Trades and Vocational Intern	A-411	A-411
Usher I	CR-05	CR-07
Usher II	CR-06	CR-08
Usher Lead	CR-08	CR-09
Veterinary Technician Apprentice	NE-05	NE-06
Youth Assistant	CR-FLR	CR-FLR
Youth Operative Associate	NE-05	NE-06

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, July 21, 2022 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, July 21, 2022**. 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, July 19, 2022**.

Effective Date Rule:

These changes will be effective January 1, 2023 in compliance with DRMC.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____