

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: **March 19, 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 # 1359**

Career Service Authority respectfully requests that this go on Consent the week of March 26, 2012 through March 30, 2012. If not approved for Consent, we request this go to General Government Committee on April 4, 2012.

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

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:** 720-913-5643/720-913-5663
- **Email:** bruce.backer@denvergov.org

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

1. **Classification Notice #1359 – Occupational Group Consolidation** is changing a multiple number of pay grades as a result of an external audit of our Pay Survey conducted in 2011. **Please see the attached document “Information on Impacted Classifications” for a list of the Job Codes, Classification Titles, Current Pay Grades, Proposed Pay Grades, and Supervisory Levels for all classifications that are changing pay grades in this classification notice.**

CSA Compensation has been working on an initiative to consolidate and eliminate three occupational groups within the City's Classification and Pay Plan. The recommendation to consolidate and eliminate occupational groups derived from an external audit of our Pay Survey conducted in 2011.

The occupational groups that are being consolidated are: (G) Art, Design, Recreation, Media, and Entertainment and (S) General Support Services. Classifications in these occupational groups will be moved into an existing occupational group within the City's Classification and Pay Plan.

The benefits of consolidating and eliminating occupational groups are listed below:

- Consolidation of occupational groups will allow CSA Compensation to better maintain internal equity among classifications typically used within a department/agency.
- The City's Classification and Pay Plan will be better aligned with compensation best practices.
- The annual Pay Survey process will be simplified and streamlined.
- The number of benchmark classifications will increase in the remaining occupational groups, thus strengthening the relationship between the City's classifications and the market.

There is a monthly budget impact of \$1,572.75, which covers 30 employees across the city that will be moved to the range minimum. The budget impact by agency is as follows:

- Aviation - \$436.22 (9 employees)
- Denver Public Library - \$28.67 (2 employees)
- Parks and Recreation - \$688.24 (5 employees)
- Public Works - \$9.27 (1 employee)
- Safety - \$17.83 (1 employee)
- Technology Services - \$392.52 (12 employees)

Please include the following:

- Duration:**
- Location:**
- Affected Council District:**
- Benefits:**
- 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. 1359

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 1, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing a multiple number of pay grades as a result of an external audit of our Pay Survey conducted in 2011.

Please see the attached document “*Information on Impacted Classifications*” for a list of the Job Codes, Classification Titles, Current Pay Grades, Proposed Pay Grades, and Supervisory Levels for all classifications that are changing pay grades in this classification notice.

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The recommended effective date of this classification notice is **May 6, 2012**.

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 March 15, 2012 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, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Thursday, March 15, 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 Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, March 13, 2012**.

PAY GRADE CHANGE

Please see the attached document “*Information on Impacted Classifications*” for a list of the **Job Codes, Classification Titles, Current Pay Grades, Proposed Pay Grades, and Supervisory Levels** for all classifications that are changing pay grades in this classification notice.

ABOLISHMENT

G - Art, Design, Recreation, Media & Entertainment

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-G	19783	22066	24348	26631	28913
601-G	20685	23071	25457	27843	30229
602-G	21624	24120	26616	29111	31607
603-G	22611	25219	27828	30436	33044
604-G	23647	26371	29096	31820	34544
605-G	24731	27577	30424	33270	36116
606-G	25866	28840	31815	34789	37763
607-G	27047	30155	33264	36372	39480
608-G	28278	31530	34781	38033	41284
609-G	29559	32960	36361	39761	43162
610-G	30911	34464	38017	41570	45123
611-G	32313	36028	39742	43457	47171
612-G	33789	37671	41554	45436	49318
613-G	35324	39383	43442	47501	51560
614-G	36933	41175	45417	49658	53900
615-G	38615	43049	47483	51917	56351
616-G	40370	45005	49640	54275	58910
617-G	42211	47056	51901	56746	61591
618-G	44137	49202	54266	59331	64395
619-G	46135	51434	56734	62033	67332
620-G	48232	53772	59312	64851	70391
621-G	50426	56219	62012	67805	73598
622-G	52718	58776	64834	70892	76950
623-G	55107	61442	67777	74112	80447
624-G	57618	64242	70867	77491	84115

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
800-G	28278	32489	36701	40912	45123
801-G	30229	34730	39231	43731	48232
802-G	32313	37125	41937	46748	51560
803-G	34544	39685	44826	49967	55108
804-G	36933	42427	47921	53415	58909
805-G	39481	45356	51231	57106	62981
806-G	42211	48491	54772	61052	67332
807-G	45124	51837	58551	65264	71977
808-G	48232	55412	62591	69771	76950
809-G	51560	59236	66912	74588	82264
810-G	55107	63316	71526	79735	87944
811-G	58910	67686	76463	85239	94015
812-G	62981	72361	81740	91120	100499
813-G	67333	77362	87391	97419	107448
814-G	71977	82697	93418	104138	114858
815-G	76950	88411	99872	111332	122793
816-G	82264	94517	106770	119023	131276
817-G	87944	101041	114139	127236	140333
818-G	94015	108017	122020	136022	150024
819-G	100499	115471	130442	145414	160385
820-G	107447	123451	139456	155460	171464
821-G	114858	131972	149085	166199	183312
822-G	122793	141086	159379	177671	195964
823-G	131276	150830	170385	189939	209493
824-G	140333	161237	182142	203046	223950
825-G	150023	172369	194714	217060	239405
826-G	160384	184272	208160	232047	255935
827-G	171464	196997	222531	248064	273597
828-G	183312	210603	237895	265186	292477
829-G	195964	225139	254314	283488	312663
830-G	209493	240679	271865	303051	334237
831-G	223950	257290	290631	323971	357311
832-G	239406	275050	310694	346338	381982
833-G	255935	294038	332141	370244	408347
834-G	273597	314333	355070	395806	436542

S - General Support Services Occupational Group

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-S	17998	20074	22149	24225	26300
601-S	18810	20983	23155	25328	27500
602-S	19671	21941	24210	26480	28749
603-S	20568	22941	25313	27686	30058
604-S	21501	23983	26464	28946	31427
605-S	22483	25077	27670	30264	32857
606-S	23513	26222	28931	31639	34348
607-S	24591	27421	30252	33082	35912
608-S	25719	28676	31634	34591	37548
609-S	26894	29985	33076	36166	39257
610-S	28118	31351	34584	37817	41050
611-S	29391	32773	36154	39536	42917
612-S	30736	34269	37802	41335	44868
613-S	32130	35824	39517	43211	46904
614-S	33597	37457	41318	45178	49038
615-S	35124	39160	43196	47232	51268
616-S	36724	40942	45160	49377	53595
617-S	38396	42805	47214	51622	56031
618-S	40141	44750	49359	53967	58576
619-S	41972	46790	51607	56425	61242
620-S	43887	48923	53959	58994	64030
621-S	45874	51143	56413	61682	66951
622-S	47959	53468	58976	64485	69993
623-S	50140	55900	61660	67419	73179
624-S	52419	58442	64465	70487	76510

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
800-S	25719	29552	33385	37217	41050
801-S	27500	31597	35694	39790	43887
802-S	29391	33769	38148	42526	46904
803-S	31427	36105	40784	45462	50140
804-S	33597	38597	43596	48596	53595
805-S	35912	41257	46602	51946	57291
806-S	38396	44108	49819	55531	61242
807-S	41050	47156	53261	59367	65472
808-S	43887	50414	56940	63467	69993
809-S	46904	53885	60867	67848	74829
810-S	50140	57603	65066	72529	79992
811-S	53595	61576	69557	77538	85519
812-S	57291	65824	74356	82889	91421
813-S	61242	70366	79489	88613	97736
814-S	65472	75226	84980	94733	104487
815-S	69993	80419	90846	101272	111698
816-S	74829	85973	97118	108262	119406
817-S	79992	91909	103826	115743	127660
818-S	85519	98257	110995	123733	136471
819-S	91421	105038	118655	132271	145888
820-S	97736	112292	126848	141404	155960
821-S	104487	120049	135611	151173	166735
822-S	111698	128339	144980	161620	178261
823-S	119406	137195	154985	172774	190563
824-S	127660	146676	165693	184709	203725
825-S	136471	156799	177128	197456	217784
826-S	145888	167619	189351	211082	232813
827-S	155960	179191	202422	225653	248884
828-S	166735	191566	216397	241227	266058
829-S	178261	204802	231343	257883	284424

Synopsis:

CSA Compensation has been working on an initiative to consolidate and eliminate three occupational groups within the City's Classification and Pay Plan. The recommendation to consolidate and eliminate occupational groups derived from an external audit of our Pay Survey conducted in 2011.

The occupational groups that are being consolidated are: (G) Art, Design, Recreation, Media, and Entertainment and (S) General Support Services. Classifications in these occupational groups will be moved into an existing occupational group within the City's Classification and Pay Plan. The pay tables, which include pay grades and pay ranges, for the (G) Art, Design, Recreation, Media, and Entertainment and (S) General Support Services will be abolished.

The benefits of consolidating and eliminating occupational groups are listed below:

- Consolidation of occupational groups will allow CSA Compensation to better maintain internal equity among classifications typically used within a department/agency.
- The City's Classification and Pay Plan will be better aligned with compensation best practices.
- The annual Pay Survey process will be simplified and streamlined.
- The number of benchmark classifications will increase in the remaining occupational groups, thus strengthening the relationship between the City's classifications and the market.

Pay Rationale:

Pay grade recommendations for impacted classifications are based on one or more of the following: 1) a comparison of range minimums, 2) market data, and/or 3) internal relationships to other city classifications. In order to determine the appropriate occupational group for each classification, a review was conducted of the occupational group definitions and class specifications of similar classifications.

Once the occupational group was determined, a comparison of the classifications' current range minimum to range minimums in the new occupational group occurred. All classifications were initially moved to a pay grade that most closely matched their current range minimum. Next, market data was used to validate pay grade recommendations for benchmark classifications. The sources for market data used in this analysis include: Mountain States Employers Council, Colorado Municipal League, and Mercer. When necessary, adjustments to the recommendations were made in order to align benchmark classifications to the market. Finally existing internal relationships between classifications in a series or job family were used to validate pay grade recommendations. Adjustments to the pay grade recommendations were made in order to maintain existing relationships and to create new internal relationships.

Please see the attached document "*Basis for Pay Grade Recommendations*" for a description of the pay grade recommendations for each of the impacted classifications.

Employee Impact:

There is no employee impact; employees will move pay to pay. In the event that an employee's pay falls below the range minimum of the new pay grade/range, that employee's rate of pay will be moved to the range minimum.

Budget Impact:

There is a monthly budget impact of \$1,572.75, which covers 30 employees across the city that will be moved to the range minimum. The budget impact by agency is as follows:

- Aviation - \$436.22 (9 employees)
- Denver Public Library - \$28.67 (2 employees)
- Parks and Recreation - \$688.24 (5 employees)
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Organizational Data:

The organizational structure will vary depending on the job family and how the classifications are used across the city.

Proposed Effective Date:

The recommended effective date of this classification notice is May 6, 2012.