

**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: **December 8, 2017**

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 #1553 – Lead Prevailing Wage Investigator**

3. **Requesting Agency:** Office of Human Resources

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

- **Name:** Lori Schumann
- **Phone:** 720-913-5831
- **Email:** lori.schumann@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

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

**The proposed change amends the Classification and Pay Plan by creating new classification called Lead Prevailing Wage Investigator at pay grade A-809.**

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?)  
**Please explain.**

None known.

8. **Budget Impact**

There is no budget impact.

**POSTING IS REQUIRED**

**Classification Notice No. 1553**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of the Office of Human Resources  
Date: November 21, 2017  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new classification called Lead Prevailing Wage Investigator at pay grade A-809.**

Currently the Auditor's Office has a Prevailing Wage Investigator classification, pay grade A-808. It is proposed to create a Lead Prevailing Wage Investigator. The Prevailing Wage Division has more than doubled in size in the past two years as the city is building significantly more capital construction projects (\$2.4B in 2017). Division personnel will be required to be located in more than one office around the city (downtown, Denver International Airport, and the National Western Stock Show Complex). In January 2017, the prevailing wage ordinance changed, permitting greater administrative review which requires the Division to conduct more in-depth investigations. The Lead Prevailing Wage Investigator will lead these various investigative teams and provide oversight around the city.

**NEW CLASS**

**Proposed Title**

Lead Prevailing Wage Investigator

**Proposed Pay Grade**

A-809 (\$57,182-\$74,337-\$91,491)

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 Executive Director of the Office of Human Resources 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, December 7, 2017 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Monday, December 4, 2017**. 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](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, December 5, 2017**.

**NEW CLASSIFICATION**

Job Code:      Classification Title:  
 Lead Prevailing Wage Investigator

Pay Grade:                      Supervisory Level:      EEO Code:                      Medical Group:      FLSA:  
 A-809 (\$57,182-\$91,491)      8-Leadworker                      2 - Professionals                      Sedentary                      Exempt

Synopsis:

Currently the Auditor’s Office has a Prevailing Wage Investigator classification, pay grade A-808. It is proposed to create a Lead Prevailing Wage Investigator. The Prevailing Wage Division has more than doubled in size in the past two years as the city is building significantly more capital construction projects (\$2.4B in 2017). Division personnel will be required to be located in more than one office around the city (downtown, Denver International Airport, and the National Western Stock Show Complex). In January 2017, the prevailing wage ordinance changed, permitting greater administrative review which requires the Division to conduct more in-depth investigations. The Lead Prevailing Wage Investigator will lead these various investigative teams and provide oversight around the city.

Pay Rationale:

The Lead Prevailing Wage Investigator will perform permanently assigned lead work over professional Prevailing Wage Investigators, provide project management, and perform prevailing wage compliance investigations for the Auditor’s Office. These investigations include auditing contracts, payrolls, rates, financial records, preparing case files, conducting field inspections and investigations. It is proposed to place the pay grade for the Lead Prevailing Wage Investigator at A-809. Market data is not available for this position, so the proposed pay grade is based on internal equity to the Prevailing Wage Investigator at A-808 and the Prevailing Wage Supervisor at A-810. For this reason, it is recommended to establish the pay grade for the Lead Prevailing Wage Investigator at A-809.

Title	Current/Proposed Grade	Pay Grade Midpoint
Prevailing Wage Investigator	A-808	\$69,539
*Lead Prevailing Wage Investigator	*A-809	*\$74,337
Prevailing Wage Supervisor	A-810	\$79,467

\*Proposed new position/grade/midpoint

Employee Impact:

Since this is a new classification, there is no employee impact.

Budget Impact:

There is no budget impact. This is a new classification.

Organizational Data:

This classification may be used by the Auditor’s Office.

Effective Date Rule: Rule 7-37(A)

If it is determined, because 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. 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 upon City Council approval.