

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: September 22, 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 #1547 – Pay Survey Amendments

3. Requesting Agency: Office of Human Resources

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

- Name: Blair Malloy
- Phone: 720-913-5631
- Email: blair.malloy@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 changing the pay grades for the following classes: Outreach Case Coordinator, Outreach Case Coordinator Supervisor, Program Quality Assurance Technician, Workers' Compensation Claims Supervisor, Staff Tax Auditor, Senior Tax Auditor, Lead Tax Auditor, and Tax Audit Supervisor.

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

None known.

8. Budget Impact

This has a total annual budget impact of \$394,507.

POSTING IS REQUIRED

Classification Notice No. 1547

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 7, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades for the following classes: Outreach Case Coordinator, Outreach Case Coordinator Supervisor, Program Quality Assurance Technician, Workers' Compensation Claims Supervisor, Staff Tax Auditor, Senior Tax Auditor, Lead Tax Auditor, and Tax Audit Supervisor.

In April 2017, the Career Service Board approved the annual Pay Survey market analysis. Included in those recommendations, were individual pay grade adjustments and corresponding employee pay increase effective 1/1/2018 for 142 classifications. The approved individual pay grade adjustments created unanticipated issues within certain existing organizational career paths and structure for classifications who have relationships to other classifications who were approved for an individual pay grade adjustment. This is a request to amend the 2017 Pay Survey market analysis and add additional classification titles that were not included in the original list of approved individual pay grade adjustments. These classifications are proposed to receive an individual pay grade adjustment and the employees would receive the associated pay grade increases effective 1/1/2018. The additional classifications are used at Denver Human Services and the Department of Finance.

PAY GRADE CHANGE ONLY

Classification Title

Outreach Case Coordinator
Outreach Case Coordinator Supervisor
Program Quality Assurance Technician
Workers' Compensation Claims Supervisor
Staff Tax Auditor
Senior Tax Auditor
Lead Tax Auditor
Tax Audit Supervisor

Current Pay Grade

A-613 (\$18,84–\$23.18–\$27.51)
A-807 (\$50,038–\$65,050–\$80,061)
A-615 (\$20.60–\$25.34–\$30.08)
A-810 (\$61,128–\$79,467–\$97,805)
V-619 (\$23.53–\$28.95–\$34.36)
V-810 (\$58,475–\$76,018–\$93,530)
V-811 (\$62,510–\$81,263–\$100,016)
V-813 (\$71,434–\$92,864–\$114,294)

Proposed Pay Grade

A-615 (\$20.60–\$25.34–\$30.08)
A-809 (\$57,182–\$74,337–\$91,491)
A-617 (\$22.52–\$27.70–\$32.88)
A-812 (\$69,855–\$90,812–\$111,768)
V-620 (\$24.60–\$30.26–\$35.92)
V-811 (\$62,510–\$81,263–\$100,016)
V-812 (\$66,823–\$86,870–\$106,917)
V-814 (\$76,363–\$99,272–\$122,181)

It is requested that these changes be effective on the same day of the effective date of the Pay Survey individual pay grade adjustments that were approved on April 20, 2017, and all effective dates and pay impact benefits provided to all incumbents in impacted classes as provided in the 2017 Pay Survey. This includes the effective date, which is requested to be effective on 1/1/2018.

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, September 21, 2017 at 9:00 AM** 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 Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Wednesday, September 20, 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 at (720) 913-5650 no later than noon on **Tuesday, September 19, 2017**.

PAY GRADE CHANGE

<u>Job Code:</u>	<u>Classification Title:</u>
CA2668	Outreach Case Coordinator
CA2692	Outreach Case Coordinator Supervisor
CA2905	Program Quality Assurance Technician
CA1048	Workers' Compensation Claims Supervisor
CV2234	Staff Tax Auditor
CV2235	Senior Tax Auditor
CV2236	Lead Tax Auditor
CV2237	Tax Audit Supervisor

<u>Current Pay Grade:</u>	<u>Proposed Pay Grade:</u>
A-613 (\$18.84 – 23.18 – 27.51)	A-615 (\$20.60 – 25.34 – 30.08)
A-807 (\$50,038 – 65,050 – 80,061)	A-809 (\$57,182 – 74,337 – 91,491)
A-615 (\$20.60 – 25.34 – 30.08)	A-617 (\$22.52 – 27.70 – 32.88)
A-810 (\$61,128 – 79,467 – 97,805)	A-812 (\$69,855 – 90,812 – 111,768)
V-619 (\$23.53 – 28.95 – 34.36)	V-620 (\$24.60 – 30.26 – 35.92)
V-810 (\$58,475 – 76,018 – 93,530)	V-811 (\$62,510 – 81,263 – 100,016)
V-811 (\$62,510 – 81,263 – 100,016)	V-812 (\$66,823 – 86,870 – 106,917)
V-813 (\$71,434 – 92,864 – 114,294)	V-814 (\$76,363 – 99,272 – 122,181)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
10 None/Incidental	5 – Paraprofessionals	Sedentary	Non-exempt
7 First Level Supervisor	2 – Professionals	Sedentary	Exempt
10 None/Incidental	5 – Paraprofessionals	Sedentary	Non-exempt
7 First Level Supervisor	2 – Professionals	Sedentary	Exempt
10 None/Incidental	2 – Professionals	Sedentary	Non-exempt
10 None/Incidental	2 – Professionals	Sedentary	Exempt
8 Leadworker	2 – Professionals	Sedentary	Exempt
7 First Level Supervisor	2 – Professionals	Sedentary	Exempt

Synopsis:

In April 2017, the Career Service Board approved the annual Pay Survey market analysis. Included in those recommendations, were individual pay grade adjustments and corresponding employee pay increase effective 1/1/2018 for 142 classifications. The approved individual pay grade adjustments created unanticipated issues within certain existing organizational career paths and structure for classifications who have relationships to other classifications who were approved for an individual pay grade adjustment. This is a request to amend the 2017 Pay Survey market analysis and add additional classification titles that were not included in the original list of approved individual pay grade adjustments. These classifications are proposed to receive an individual pay grade adjustment and the employees would receive the associated pay grade increases effective 1/1/2018. The additional classifications are used at Denver Human Services and the Department of Finance.

Upon further investigation, the Classification and Compensation Division of Office of Human Resources (OHR) discovered the following reasons for this omission from the 2017 Pay Survey: although OHR used a comprehensive communication plan to management and employees, there are more than 1,000 classifications, and these eight (8) classes being proposed for amendment were not documented in the pay relations table. In addition, these needed changes were not communicated to

the OHR until much later in the year. Measures have already been taken to update the pay relations table and the class specifications to indicate these relationships.

Pay Rationale:

Recommendations are based on internal equity to classifications approved for an individual pay grade adjustment. The classifications used to initiate the individual pay grade adjustment is based on using the established published survey sources to provide a market rate used in the analysis. These recommendations are based on existing pay relationships.

The Eligibility Technician II is a benchmark classification. It is currently assigned pay grade A-612. It is approved to increase on January 1, 2018 to A-614. In addition, the Eligibility Supervisor is currently assigned pay grade A-807 and it is approved to increase on January 1, 2018 to A-809. The Outreach Case Coordinator, A-613, Outreach Case Coordinator Supervisor, A-807, and Program Quality Assurance Technician, A-615, have an established pay relationship to the Eligibility Technician II and the Eligibility Supervisor. Therefore, it is recommended to increase the pay grades of these classes each by two pay grades to maintain this internal relationship: Outreach Case Coordinator, A-615, Outreach Case Coordinator Supervisor, A-809, and Program Quality Assurance Technician, A-617.

The Claims Adjuster II is a benchmark classification. It is currently at pay grade A-807. It is approved to increase on January 1, 2018 to A-809. The Workers' Compensation Claims Supervisor, A-810 has a pay relationship and supervises the Claims Adjuster II. To maintain the existing pay relationship, it is recommended to increase the pay grade of the Workers' Compensation Claims Supervisor by two pay grades to A-812 to maintain this internal relationship.

The Internal Auditor class series has multiple benchmark classifications. This series was approved for the following pay grade adjustments on January 1, 2018: Staff Internal Auditor, V-619 to V-620, Associate Internal Auditor, V-808 to V-809, Senior Internal Auditor, V-810 to V-811, Lead Internal Auditor, V-811 to V-812, and Internal Audit Supervisor, V-813 to V-814. The Tax Auditor series is a related series also performing specialized audit work. Due to the similar audit nature of both series, it is recommended to increase the pay grade of the classes in the Tax Audit series to mirror the Internal Audit series: Staff Tax Auditor, V-619 to V-620, Senior Tax Auditor, V-810 to V-811, Lead Tax Auditor, V-811 to V-812, and Tax Audit Supervisor, V-813 to V-814 (there is no Associate level in this series).

Employee Impact:

This will impact 98 employees: 44 Outreach Case Coordinators, 5 Outreach Case Coordinator Supervisors, 5 Program Quality Assurance Technicians, 1 Workers' Compensation Claims Supervisor, 6 Staff Tax Auditors, 21 Senior Tax Auditors, 11 Lead Tax Auditors, and 5 Tax Audit Supervisors.

Budget Impact:

It is requested that these 98 incumbents receive the same benefits as others received in classes recommended for a pay grade increase in 2018. It is requested to have incumbents receive pay increases in increments of 4.55% for each pay grade their classification is increased on 1/1/2018. The Outreach Case Coordinators will receive \$191,692.80, the Outreach Case Coordinator Supervisors will receive \$30,294.80, the Program Quality Assurance Technicians will receive \$24,648, the Workers' Compensation Claims Supervisors will receive \$8,293.84, the Staff Tax Auditors will receive \$13,825.52, the Senior Tax Auditors will receive \$65,160.79, the Lead Tax Auditors will receive \$40,196.85, and the Tax Audit Supervisors will receive \$20,394.39. This has a total annual budget impact of \$394,507.

Organizational Data:

Impacted employees are at Denver Human Services or the Department of Finance.

Effective Date Rule:

It is requested that these changes be effective on the same day of the effective date of the Pay Survey individual pay grade adjustments that were approved on April 20, 2017 and all effective dates and pay impact benefits provided to all incumbents in impacted classes as provided in the 2017 Pay Survey. This includes the effective date, which is requested to be effective on 1/1/2018.