

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: **August 21, 2014**

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 #1414**

3. Requesting Agency: Office of Human Resources

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

- Name: Seth Duhon-Thornton
- Phone: 720-913-5664
- Email: seth.duhon-thornton@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: Meredith Creme
- Phone: 720-913-5722
- Email: meredith.creme@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 grade for Dentist from 807-O (\$52,294 – \$83,670) to 817-O (\$101,911 – \$163,058).

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 employee is currently over the maximum rate of the current pay range and has been ineligible for merit increases. This proposed change will move the employee into the correct pay range and she will be owed merit increases previously not received in 2013 and 2014.

POSTING IS REQUIRED

Classification Notice No. 1414

To: Agency Heads and Employees
From: Natalie Landau, Deputy Director
Date: August 6, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade for Dentist from 807-O (\$52,294 – \$83,670) to 817-O (\$101,911 – \$163,058).

The Office of Human Resources (OHR) conducted a review and identified the Dentist as a classification with a pay grade that was previously approved with an incorrect pay grade. When OHR initiated a consolidation of occupational groups within the City's classification and pay plan in October 2012 the intended pay grade was 817-O, however pay grade 807-O was entered and approved for the Dentist classification. This notice serves to correct the pay grade to bring it in alignment with other Dentists at Denver Health Medical Center as originally intended in 2012.

PAY GRADE CHANGE

Current Pay Grade:
807-O (\$52,294 – \$83,670)

Proposed Pay Grade
817-O (\$101,911 – \$163,058)

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 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 August 21, 2014 9:00 a.m.** 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 Meredith Crème meredith.creme@denvergov.org Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, August 20, 2014**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday August 19, 2014**.

PAY GRADE CHANGE

Current Job Code:
CO2717

Classification Title:
Dentist

Current Pay Grade:
807-O (\$52,294 – \$83,670)

Proposed Pay Grade
817-O (\$101,911 – \$163,058)

Current Supervisory Level:
None/Incidental

EEO Code:
Professionals

Medical Group:
Sedentary

FLSA:
Exempt

Synopsis:

The Office of Human Resources (OHR) conducted a review and identified the Dentist as a classification with a pay grade that was previously approved with an incorrect pay grade. When OHR initiated a consolidation of occupational groups within the City's classification and pay plan in October 2012 the intended pay grade was 817-O, however pay grade 807-O was entered and approved for the Dentist classification. This notice serves to correct the pay grade to bring it in alignment with other Dentists at Denver Health Medical Center as originally intended in 2012.

Pay Rationale:

The pay grade for the Dentist classification is based on equity to the pay plan at Denver Health Medical Center (DHMC). It is recommended to place the Dentist at pay grade 817-O based on a current review of the original comparison to DHMC conducted in 2012.

Employee Impact:

This will affect one employee at DHMC.

Budget Impact:

This employee is currently over the maximum rate of the current pay range and has been ineligible for merit increases. This proposed change will move the employee into the correct pay range and she will be owed merit increases previously not received in 2013 and 2014.

Organizational Data:

The impacted employee is located at Denver Health Medical Center.

Effective Date Rule:

It is requested that this change is retroactive to the effective date of the 2012 Occupational Group study, October 21, 2012. This was the date that the incorrect pay grade was first applied to the Dentist classification.