

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: **June 21, 2013**

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 # 1385.

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: Heather Britton
- Phone: 720-913-5699
- Email: heather.britton@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 adding the classifications of Database Administrator I (622-I), Database Administrator II (812-I), Database Administrator III (814-I).

Please include the following:

- a. Duration:
- b. Location:
- c. Affected Council District:
- d. Benefits:
- e. Costs:

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

None known

8. Budget Impact:

None.

POSTING IS REQUIRED

Classification Notice No. 1385

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: June 4, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Database Administrator I (622-I), Database Administrator II (812-I), Database Administrator III (814-I).

The Office of Human Resources (OHR) conducted a pay analysis to evaluate pay for information technology classifications used within Technology Services and the Department of Aviation (DIA). The study was requested by Technology Services based on difficulties the agency, along with DIA, was having with attracting and retaining talent in key technology positions.

The analysis indicated that the City's pay grades for Database Administration professionals were behind the market. To correct for this discrepancy, OHR is recommending taking the existing single Database Administrator classification and creating a Database Administrator class series. This also gives agencies the ability to provide career growth and training opportunities for employees.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range:</u>
CI2815	Database Administrator I	622-I (\$53,340-\$77,847)
CI2816	Database Administrator II	812-I (\$63,739-\$101,711)
CI2817	Database Administrator III	814-I (\$72,829-\$116,231)

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.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range:</u>
CI2815	Database Administrator I	622-I (\$53,340-\$77,847)
CI2816	Database Administrator II	812-I (\$63,739-\$101,711)
CI2817	Database Administrator III	814-I (\$72,829-\$116,231)

	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Database Administrator I	3-None/Incidental	2-Professional	S-Sedentary	Non-exempt
Database Administrator II	3-None/Incidental	2-Professional	S-Sedentary	Exempt
Database Administrator III	3-None/Incidental	2-Professional	S-Sedentary	Exempt

Synopsis:

The Office of Human Resources (OHR) conducted a pay analysis to evaluate pay for information technology classifications used within Technology Services and the Department of Aviation (DIA). The study was requested by Technology Services based on difficulties the agency, along with DIA, was having with attracting and retaining talent in key technology positions.

The analysis indicated that the City's pay grades for Database Administration professionals were behind the market. To correct for this discrepancy, OHR is recommending taking the existing single Database Administrator classification and creating a Database Administrator class series. This also gives agencies the ability to provide career growth and training opportunities for employees.

The General Statement of Duties for each classification in the Database Administrator class series appear below.

- Database Administrator I** - Performs entry level professional information technology work performing basic installation, configuration, upgrade and migration of database server software and related products; monitoring database performance and security; performs backup, recovery, database refreshes, data replication and archiving; assists in the analysis and resolution of routine database issues; develops physical data models of existing databases; and learns data migrations, extractions, transformations, and loading processes.
- Database Administrator II** - Performs standard level professional information technology work installing, configuring, and upgrading database server software; monitoring, optimization, and tuning of databases; administers and audits security; performs backup, recovery, database refreshes, data replication and archiving; analyzes and resolves routine to complex database issues; develops conceptual, logical, and physical data models; designs, implements, and administers data migrations, extractions, transformations, and loading processes; assists with developing, implementing, and maintaining operational policies and procedures for database administration. This position may also lead small to medium sized database projects.
- Database Administrator III** - Performs advanced level professional information technology work installing, configuring, and upgrading database server software; monitoring, optimization, and tuning of databases and dependent platforms/infrastructure; administers, audits, and sets security standards; designs and performs backup, recovery, database refreshes, data replication and archiving; analyzes and resolves complex database and platform/infrastructure issues; develops conceptual, logical, physical, and data warehouse data models; designs, implements, and administers data migrations, extractions, transformations, and loading processes; develops, implements, and maintains operational policies and procedures for database administration. This position may also function as a technical lead.

Pay Rationale:

To determine the appropriate pay grade for the Database Administrator classifications, OHR based its recommendations on both internal relationships and external market comparisons. A summary of the pay rationale appears below.

Database Administrator:

Pay data from Mercer and MSEC was used as the basis for the Database Administrator III pay grade recommendation. The market average actual rate of pay is \$96,119. This pay rate corresponds to the midpoint of 814-I (\$72,829-\$116,231), which is \$94,530, creating a percent difference of -1.65%.

Next, the pay grade recommendations for the Database Administrator I and II was based on an internal relationship to the Database Administrator III. It is typical internal compensation practice to maintain a two pay grade difference between classifications in a class series. As a result, it is recommended to place the Database Administrator II at pay grade 812-I (\$63,739-\$101,711) and place the Database Administrator I at pay grade 622-I (\$53,340-\$77,847).

The pay grade recommendations for the Database Administrator series place each classification in the series one pay grade above its general systems administrator counterpart. This is a consistent practice when compared to the internal relationships between other IT classifications (e.g. IT Developers and ERP Developers, IT Systems Analysts, ERP Systems Analysts, and Network Administrator/Engineer). The focus of this practice is to place classifications with specific technical skills and expertise one pay grade above their general classification counterparts.

Employee Impact:

Employees who are currently in the single Database Administrator classification will be moved to one of the three new classes.

Budget Impact:

There is no budget impact associated with this classification notice.

Organizational Data:

The Database Administrator Series report into an IT Supervisor, which reports into a Manager 2.

Proposed Effective Date:

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”.