

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 19, 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 # 1390.

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:** Melissa Fisher
- **Phone:** 720-913-5663
- **Email:** melissa.fisher@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 adjusting the pay for the Professional Occupations Intern II from \$15.35/hour to \$15.53/hour. It is requested that this change be retroactive to the effective date of the 2013 Pay Survey, July 1, 2013.

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. 1390

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: August 15, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay for the Professional Occupations Intern II at pay grade 407-J from \$15.35 to \$15.53.

In April 2013, the Career Service Board approved the 2013 Pay Survey Recommendations. Included in those recommendations, were pay rate changes for the Professional Occupations Intern II. Since the approval, it has been noted that the incorrect pay rate was used in the posting. The recommendations should have made no change to their pay rate. This posting is to return the pay rate of the Professional Occupations Intern II to the rate in effect prior to the 2013 Pay Survey.

PAY GRADE CHANGE

<u>Classification Title:</u>	<u>Job Code</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
Professional Occupations Intern II	TA0015	407-J (\$15.35)	407-J (\$15.53)

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 15, 2013 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 Heather Britton heather.britton@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 14, 2013**. 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 13, 2013**.

PAY GRADE CHANGE

Current Job Code: Classification Title:
TA0015 Professional Occupations Intern II

Current Pay Grade: Proposed Pay Grade
407-J (\$15.35) 407-J (\$15.53)

Current Supervisory Level:
None/Incidental

EEO Code:
Paraprofessionals

Medical Group:
Sedentary

FLSA:
Non-Exempt

Synopsis:

In April 2013, the Career Service Board approved the 2013 Pay Survey Recommendations. Included in those recommendations, were pay rate changes for the Professional Occupations Intern II. Since the approval, it has been noted that the incorrect pay rate was used in the posting. The recommendations should have made no change to their pay rate. This posting is to return the pay rate of the Professional Occupations Intern II to the rate in effect prior to the 2013 Pay Survey.

Pay Rationale:

All Intern pay rates are set using internal equity to existing classifications. The pay for the Professional Occupations Intern II is set based a percentage of the range minimum of the Staff Human Resources Professional, 615-A. This is a single hourly rate classification. The change is to increase the pay rate to the pay rate in effect prior to the 2013 Pay Survey recommendations, at \$15.53 per hour. This is a, \$0.18 per hour increase to the hourly rate.

Employee Impact:

This will affect 16 employees.

Budget Impact:

Since this class is used on call with specific intern program criteria, it is difficult to budget, however, this has an \$0.18 per hour increase. If all 16 incumbents worked 20 hours annually, that would amount to \$187.20 per year.

Organizational Data:

Impacted employees are across the City, specifically at the Department of Environmental Health, Department of Human Services, Denver International Airport, and Department of Safety.

Effective Date Rule:

It is requested that to make this change retroactive to the effective date of the 2013 Pay Survey, July 1, 2013.