

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: **November 3, 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 #1549 – Business License Inspector**

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

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

- **Name:** Alena Duran
- **Phone:** 720-913-5726
- **Email:** alena.duran@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 grade of Business License Inspector from N-615 to N-617.

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. 1549

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: October 19, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Business License Inspector from N-615 to N-617.

The Excise & License (EXL) Department requested that OHR conduct a market study on their Business License Inspectors. These positions perform intermediate level inspection and enforcement work to ensure compliance with federal, state, and municipal codes, rules, and regulations related to marijuana, liquor, food establishments and other regulated businesses. The department was having a difficult time attracting and retaining employees because they're losing them to the marijuana industry. Since 2015, EXL has lost 6 employees to the marijuana industry. The inspectors now have knowledge and skills related to the complicated Denver and State marijuana laws and regulations, as well as practical experience and information related to operations; these skills are in high demand in the industry and many marijuana businesses now have in-house compliance officers for which Business License Inspectors are a strong candidate. Business License Inspector duties have also grown in complexity and scope since marijuana became legal.

PAY GRADE CHANGE ONLY

Classification Title

Business License Inspector

Current Pay Grade

N-615 (\$18.89-\$23.24-\$27.58)

Proposed Pay Grade

N-617 (\$20.65-\$25.40-\$30.15)

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, November 2, 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 by 8:00 AM on **Wednesday, November 1, 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, October 31, 2017**.

REVISED CLASS SPECIFICATION INCLUDING PAY GRADE CHANGE

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>
CN1848	Business License Inspector	N-615 (\$18.89/\$23.24/\$27.58)

Proposed Pay Grade & Range

N-617 (\$20.65/\$25.40/\$30.15)

Supervisory Level:

10 – None/Incidental

EEO Code:

5 - Paraprofessionals

Medical Group:

Sedentary

Synopsis:

The Excise & License (EXL) Department requested that OHR conduct a market study on their Business License Inspectors. These positions perform intermediate level inspection and enforcement work to ensure compliance with federal, state, and municipal codes, rules, and regulations related to marijuana, liquor, food establishments and other regulated businesses. The department was having a difficult time attracting and retaining employees because they're losing them to the marijuana industry. Since 2015, EXL has lost 6 employees to the marijuana industry. The inspectors now have knowledge and skills related to the complicated Denver and State marijuana laws and regulations, as well as practical experience and information related to operations; these skills are in high demand in the industry and many marijuana businesses now have in-house compliance officers for which Business License Inspectors are a strong candidate. Business License Inspector duties have also grown in complexity and scope since marijuana became legal.

Pay Rationale:

OHR conducted a custom survey and sent it to local and national comparable cities but OHR did not receive enough matches to use the data. Business License Inspector is currently tied to a City Inspector, N-615 which is an entry level position, however, this is no longer an appropriate match because Business License Inspectors are performing at a higher level. It is recommended to place the Business License Inspector at pay grade N-617. It is proposed to establish a new pay relationship to Associate City Inspector which is at C-617. Type and level of duties are similar to the Associate City Inspector. Both classifications are performing at the intermediate level, ensuring clients are complying with the municipal code and performing on-site inspections.

Employee Impact:

There are currently five (5) Business License Inspectors

Budget Impact:

There is no budget impact because employees will move pay to pay because their salary is within range of the recommended pay grade.

Organizational Data:

Business License Inspectors report directly to a Chief Inspector who reports to a Manager.

Effective Date Rule:

OHR Section 7-37 (A) – If it is determined, as a result of an audit or a 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 Mary 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.