

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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: **December 7, 2012**

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 #'s 1372, 1373 and 1374.**

Career Service Authority respectfully requests that this go on Consent the week of December 17 through December 21, 2012. If not approved for Consent, we request this go to General Government Committee on December 26, 2012.

3. **Requesting Agency:** Career Service Authority

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

- **Name:** Alena Martinez
- **Phone:** 720-913-5726
- **Email:** [alena.martinez@denvergov.org](mailto:alena.martinez@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:** Bruce Backer
- **Phone:** 720-913-5643/720-913-5663
- **Email:** [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org)

6. **General description of proposed ordinance including contract scope of work if applicable:**

1. **Classification Notice 1372 – Assistant Golf Course Superintendent (618-J) and Golf Course Superintendent (812-J)** are new classes. The Department of Parks and Recreation's Golf Division requested that Career Service Authority (CSA) develop two new classifications, Assistant Golf Course Superintendent and Golf Course Superintendent. The job duties performed in the operation and maintenance of golf courses differs from the duties and requirements for other maintenance and operations across the City or in the general labor market. The industry specific classifications accurately reflect the work being performed by the employees in the Golf Division. Aligning the city's classifications for these positions with standard practice in the Golf industry will help with recruitment and retention of qualified employees. It also aides the department in maintaining the quality of play for patrons that is required to operate a competitive and successful golf program. There is no immediate budget impact.
2. **Classification Notice 1373 – Motor Vehicle Technician III (616-C)** is a new class. Motor Vehicle Division has requested that Career Service Authority (CSA) create a new classification, Motor Vehicle Technician III. Motor Vehicle Division is phasing out the Motor Vehicle Supervisor classification, thus eliminating a level of supervision. The division will be using the Motor Vehicle Technician III instead. This transition will also provide career development opportunities for Motor Vehicle Technicians. The Motor Vehicle Technician III will perform lead work duties. The position will perform the duties of the Motor Vehicle Technician II as well as assist in running the daily operations such as opening, closing, securing offices, responding to escalated customers, issuing credits and making corrections to the State systems. They will assist with on the job training. This is the third class in a three class series. The Motor Vehicle Technician I and the Motor Vehicle Technician II classes are a progressive series. Employees can move through the progressive series from a Motor Vehicle Technician I to a Motor Vehicle

Technician II. The Motor Vehicle Technician III class is not included in the progressive series.. There is no immediate budget impact.

3. **Classification Notice 1374 – Stockkeeper I (609-J)** is a title change from Stock Clerk. **Stockkeeper II (614-J)** is a title and pay grade change from Stockkeeper (615-J). **Stockkeeper III (616-J)** is a new class. The Public Works Fleet Maintenance Division requested that CSA conduct a study of stockroom positions. The results of the study support the creation of a Stockkeeper Series that parallels the recommendations of a Lean Process Review conducted by Laird Consulting. The new Stockkeeper Series will be used in departments/agencies across the City. Listed below is the general statement of duties for each class: There is no immediate budget impact.

***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

**POSTING IS REQUIRED**

**Classification Notice No. 1372**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: October 31, 2012  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Assistant Golf Course Superintendent (618-J) and Golf Course Superintendent (812-J).**

The Department of Parks and Recreation's Golf Division requested that Career Service Authority (CSA) develop two new classifications, Assistant Golf Course Superintendent and Golf Course Superintendent. The job duties performed in the operation and maintenance of golf courses differs from the duties and requirements for other maintenance and operations across the City or in the general labor market. The industry specific classifications accurately reflect the work being performed by the employees in the Golf Division. Aligning the city's classifications for these positions with standard practice in the Golf industry will help with recruitment and retention of qualified employees. It also aides the department in maintaining the quality of play for patrons that is required to operate a competitive and successful golf program.

**NEW CLASSES**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CJ2739	Assistant Golf Course Superintendent	618-J (\$42,230 - \$61,629)
CJ2740	Golf Course Superintendent	812-J (\$60,273 - \$96,160)

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

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 November 15, 2012 9:00 a.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday, November 14, 2012**. 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, November 13, 2012**.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CJ2739	Assistant Golf Course Superintendent	618-J (\$42,230 - \$61,629)
CJ2740	Golf Course Superintendent	812-J (\$60,273 - \$96,160)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
6 – First Level Supervisor	8 – Service/Maintenance	M –Medium Physical	Non-Exempt
7 – Second Level Supervisor	8 – Service/Maintenance	M –Medium Physical	Exempt

Synopsis:

The Department of Parks and Recreation’s Golf Division requested that Career Service Authority (CSA) develop two new classifications, Assistant Golf Course Superintendent and Golf Course Superintendent. The job duties performed in the operation and maintenance of golf courses differs from the duties and requirements for other maintenance and operations across the City or in the general labor market. The industry specific classifications accurately reflect the work being performed by the employees in the Golf Division. Aligning the city’s classifications for these positions with standard practice in the Golf industry will help with recruitment and retention of qualified employees. It also aides the department in maintaining the quality of play for patrons that is required to operate a competitive and successful golf program.

Pay Rationale:

Market survey data was used to determine the appropriate pay grade for the Assistant Golf Course Superintendent and Golf Course Superintendent. The source of the survey data is the Mountain States Employers Council, Inc 2012 Country Club Survey which provides a match for both positions. An additional survey source, the 2011 Compensation and Benefits Report, from the Golf Course Superintendents Association of America (GCSAA) performed by Enetrix (a Gallop Company) was reviewed and is consistent with the results of the primary survey source.

The average actual pay rate for the market for the Assistant Golf Course Superintendent is \$52,392.00, which corresponds to the midpoint of pay grade 618-J (\$42,230 -61,629), which is \$51,930. This provides a percent difference of .89%.

The average actual pay rate for the market for the Golf Course Superintendent is \$78,849.00, which corresponds to the midpoint of pay grade 812-J (\$60,273.00 - \$96,160.00), which is \$78,217.00. This provides a percent difference of .81%.

It is recommended to place the Assistant Golf Course Superintendent at pay grade 618-J and the Golf Course Superintendent at pay grade 812-J.

Employee Impact:

Five (5) employees currently classified as Operations Supervisors will be reallocated into the new Golf Course Superintendent classification. Five (5) employees currently classified as Crew Supervisors will be reallocated into the new Assistant Golf Course Superintendent classification.

Budget Impact:

There is no budget impact. The employees will move pay to pay as a result of the reallocation. The current salaries of the ten (10) employees are above the minimum of new pay ranges.

Organizational Data:

This class will be utilized in Denver Parks and Recreation’s Golf Division. The reporting structure will remain consistent with their current operations. The Assistant Golf Course Superintendents will report to Golf Course Superintendents and the Golf Course Superintendents will report to the Assistant Director.

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 reallocations shall be the beginning of the first work week following approval by the Board.”

**POSTING IS REQUIRED**

**Classification Notice No. 1373**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: October 31, 2012  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Motor Vehicle Technician III (616-C).**

Motor Vehicle Division has requested that Career Service Authority (CSA) create a new classification, Motor Vehicle Technician III. Motor Vehicle Division is phasing out the Motor Vehicle Supervisor classification, thus eliminating a level of supervision. The division will be using the Motor Vehicle Technician III instead. This transition will also provide career development opportunities for Motor Vehicle Technicians. The Motor Vehicle Technician III will perform lead work duties. The position will perform the duties of the Motor Vehicle Technician II as well as assist in running the daily operations such as opening, closing, securing offices, responding to escalated customers, issuing credits and making corrections to the State systems. They will assist with on the job training.

**NEW CLASS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CC2738	Motor Vehicle Technician III	616-C (\$38,949 - \$56,866)

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

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 November 15, 2012 9:00 a.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday, November 14, 2012**. 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, November 13, 2012**.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CC2738	Motor Vehicle Technician III	616-C (\$38,949 - \$56,866)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
2 – Leadworker	6-Office/Clerical	S-Sedentary	Non-exempt

Synopsis:

Motor Vehicle Division has requested that Career Service Authority (CSA) create a new classification, Motor Vehicle Technician III. Motor Vehicle Division is phasing out the Motor Vehicle Supervisor classification, thus eliminating a level of supervision. The division will be using the Motor Vehicle Technician III instead. This transition will also provide career development opportunities for Motor Vehicle Technicians.

The Motor Vehicle Technician III will perform lead work duties. The position will perform the duties of the Motor Vehicle Technician II as well as assist in running the daily operations such as opening, closing, securing offices, responding to escalated customers, issuing credits and making corrections to the State systems. They will assist with on the job training.

This is the third class in a three class series. The Motor Vehicle Technician I and the Motor Vehicle Technician II classes are a progressive series. Employees can move through the progressive series from a Motor Vehicle Technician I to a Motor Vehicle Technician II. The Motor Vehicle Technician III class is not included in the progressive series.

Pay Rationale:

It is typical CSA compensation practice to place lead workers one pay grade higher than the highest classification it is leading. Based on this practice, it is appropriate to place the Motor Vehicle Technician III at 616-C, since this classification is responsible for performing lead work over the Motor Vehicle Technician I (614-C) and Motor Vehicle Technician II (615-C).

Employee Impact:

None

Budget Impact:

None

Organizational Data:

The Motor Vehicle Technician reports to the Motor Vehicle Supervisor who reports to the Branch Manager.

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 reallocations shall be the beginning of the first work week following approval by the Board.

**POSTING IS REQUIRED**

**Classification Notice No. 1374**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: November 14, 2012  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title of Stock Clerk to Stockkeeper I (609-J), changing the title and pay grade of Stockkeeper (615-J) to Stockkeeper II (614-J) and adding Stockkeeper III (616-J).**

The Public Works Fleet Maintenance Division requested that CSA conduct a study of stockroom positions. The results of the study support the creation of a Stockkeeper Series that parallels the recommendations of a Lean Process Review conducted by Laird Consulting. The new Stockkeeper Series will be used in departments/agencies across the City.

**REVISED CLASS SPECIFICATIONS INCLUDING  
TITLE CHANGES**

<b><u>Job Code:</u></b>	<b><u>Current Title:</u></b>	<b><u>Proposed Title:</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CJ2598	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
EJ2599	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
LJ2600	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
UJ2601	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)

**REVISED CLASS SPECIFICATION INCLUDING  
TITLE & PAY GRADE CHANGE**

<b><u>Job Code:</u></b>	<b><u>Current Title:</u></b>	<b><u>Proposed Title:</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>
CJ2602	Stockkeeper	Stockkeeper II	615-J (\$36,958-\$53,919)

**Proposed Pay Grade & Range**

614-J (\$35,353-\$51,581)

**NEW CLASS**

<b><u>Job Code:</u></b>	<b><u>Title:</u></b>	<b><u>Pay Grade &amp; Range:</u></b>
CJ2605	Stockkeeper III	616-J (\$38,636-\$56,381)

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

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 December 6, 2012** 5:00 p.m. in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday, November 28, 2012**. 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, December 4, 2012**.



**TITLE CHANGE**

<u>Job Code:</u>	<u>Current Title:</u>	<u>Proposed Title:</u>	<u>Pay Grade:</u>
CJ2598	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
EJ2599	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
LJ2600	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
UJ2601	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)

<u>Classification Title:</u>	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Stockkeeper I	3 – None/Incidental	6 – Office/Clerical	H – Heavy Physical	Non-exempt

**TITLE AND PAY GRADE CHANGE**

<u>Job Code:</u>	<u>Current Title:</u>	<u>Current Pay Grade:</u>	<u>Proposed Title:</u>	<u>Proposed Pay Grade:</u>
CJ2602	Stockkeeper	615-J (\$36,958-\$53,919)	Stockkeeper II	614-J (\$35,353-\$51,581)

<u>Classification Title:</u>	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Stockkeeper II	3 – None/Incidental	6 – Office/Clerical	H – Heavy Physical	Non-exempt

**NEW CLASS**

<u>Job Code:</u>	<u>Proposed Title:</u>	<u>Proposed Pay Grade:</u>
CJ2605	Stockkeeper III	616-J (\$38,636-\$56,381)

<u>Classification Title:</u>	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Stockkeeper III	3 – None/Incidental	6 – Office/Clerical	H – Heavy Physical	Non-exempt

**Synopsis:**

The Public Works Fleet Maintenance Division requested that CSA conduct a study of stockroom positions. The results of the study support the creation of a Stockkeeper Series that parallels the recommendations of a Lean Process Review conducted by Laird Consulting. The new Stockkeeper Series will be used in departments/agencies across the City. Listed below is the general statement of duties for each class:

Stockkeeper I: Performs entry-level stockroom duties, which includes the transporting and delivering of supplies, receiving shipments, stocking items, and assisting with the issuance of a variety of supplies, materials, parts, and equipment.

Stockkeeper II: Performs intermediate-level stockroom duties, which includes receiving and issuing stock items, and maintaining inventory control systems for a variety of supplies, materials, parts, and equipment.

Stockkeeper III: Performs full performance level stockroom duties, which includes purchasing, contacting vendors, researching orders, and maintaining inventory control systems for a variety of supplies, materials, parts, and equipment.

**Pay Rationale:**

**Stockkeeper I:**

No market data was found to determine the appropriate pay grade for the Stockkeeper I. As a result, an internal relationship of plus one pay grade to the Senior Transportation Worker is recommended. Both classifications perform similar duties in that they are maintaining stock or inventory. To add, both classifications require similar levels of education and experience. Based on this comparison, it is recommended to leave the Stockkeeper I at pay grade 609-J (\$28,290-\$41,298).

**Stockkeeper II:**

Market data from Mountain States Employers Council was used to determine the appropriate pay grade for the Stockkeeper II. The average actual rate of pay for the benchmark, Materials Handler III, is \$44,616, which corresponds to the midpoint of the pay grade 614-J (\$35,353-\$51,581), which is \$43,467. This provides a percent difference of -2.58%.

**Stockkeeper III:**

Market data from Mountain States Employers Council was used to determine the appropriate pay grade for the Stockkeeper III. The average actual rate of pay for the benchmark, Materials Handler IV, is \$47,778, which corresponds to the midpoint of the pay grade 616-J (\$38,636-\$56,381), which is \$47,509. This provides a percent difference of -0.56%.

**Employee Impact:**

There is no employee impact. When appropriate, departments will reallocate or promote employees into the Stockkeeper III classification.

**Budget Impact:**

None – The incumbents will move pay-to-pay within the new series.

**Organizational Data:**

The Stockkeeper Series will report to the Stockroom Supervisor, or their current designation.

**Effective Date:**

CSR 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 reallocations shall be the beginning of the first work week following approval by the Board.