

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: May 21, 2018

Please mark one: **Bill Request** or **Resolution Request**

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
- Dedication/Vacation** **Appropriation/Supplemental** **DRMC Change**
- Other: Classification & Pay Plan Update**

2. Title: Approves Classification Notice #1564

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Blair Malloy	Name: Nicole De Gioia-Keane
Email: blair.malloy@denvergov.org	Email: Nicole.degioia-keane@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The proposed change amends the Classification and Pay Plan by creating new classifications of Fleet Technician I, Fleet Technician II, Fleet Technician III, Fleet Technician Lead, Fleet Technician Supervisor, Fleet Collision Technician, Fleet Collision Supervisor, and Fleet Maintenance Manager. This proposed change also amends the Classification and Pay Plan by abolishing certain classifications.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1564

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: May 3, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Fleet Technician I, Fleet Technician II, Fleet Technician III, Fleet Technician Lead, Fleet Technician Supervisor, Fleet Collision Technician, Fleet Collision Supervisor, and Fleet Maintenance Manager. This proposed change also amends the Classification and Pay Plan by abolishing certain classifications.

This study is the result of management request from the three civilian fleet divisions in the City and County of Denver (CCD). Because of changes in the skilled and semi-skilled trades market, management expressed challenges with attracting and retaining talented fleet technicians to work for the CCD. The CCD has three distinct fleet divisions under review: Denver Police Fleet, Denver Public Works Fleet, and Denver International Airport Fleet. There are 12 classification titles under review with this study. The general classification structure/career path depended on which shop an employee is in; Police use different classifications than did Pubic Works or the Airport, who operate similarly.

The purpose of this study was to (1) review the classification structure and propose changes to reflect the business operations, (2) review, revise, create, and/or abolish current or new classifications to ensure the descriptions reflect the work being performed, and (3) review market data to ensure competitive pay ranges for the new and revised classifications. OHR conducted a variety of methods to collect data, including job shadowing, one focus group of subject matter experts, and consulted directly with management to understand the work itself and structure of the three organizations.

This study resulted in the consolidation of four existing classification series/career paths utilizing 12 different titles into two new series, titled either under the Fleet Technician series with five (5) new titles, Fleet Collision series with two (2) new titles, and the Fleet Maintenance Manager, a new classification title. This new naming represents a growing practice to move away from the term "mechanics" due to the more complex, technical evolution of the work itself within the industry. Using consistent titling will allow easier identification of career paths and to identify related classes in the series.

NEW CLASSIFICATIONS

<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
Fleet Technician I	J-617 (\$20.33–\$25.01–\$29.68)
Fleet Technician II	J-619 (\$22.23–\$27.35–\$32.46)
Fleet Technician III	J-621 (\$24.30–\$29.89–\$35.48)
Fleet Technician Lead	J-622 (\$25.41–\$31.26–\$37.10)
Fleet Technician Supervisor	J-811 (\$59,023–\$76,730–\$94,437)
Fleet Collision Technician	J-621 (\$24.30–\$29.89–\$35.48)
Fleet Collision Supervisor	J-811 (\$59,023–\$76,730–\$94,437)
Manger Fleet Maintenance	A-814 (\$79,828–\$103,777–\$127,725)

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ABOLISHMENTS

<u>Classification Title</u>	<u>Pay Grade</u>
Fleet Maintenance Support Engineer	E-814
Automotive Service Technician	J-612
Heavy Equipment Service Technician	J-613
Police Fleet Technician	J-617
Body Repair Worker	J-618
Heavy Equipment Mechanic	J-618
Senior Police Fleet Technician	J-618
Lead Heavy Equipment Mechanic	J-619
Automotive Body Repair Supervisor	J-810
Automotive Service Center Supervisor	J-810
Heavy Equipment Mechanic Line Supervisor	J-810
Associate Heavy Equipment Mechanic	J-616
Mechanic Line Supervisor	J-810

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board, but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday, May 17, 2018 at 9:00 AM** 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, May 16, 2018**. 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, May 15, 2018**.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

NEW CLASSIFICATIONS

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Pay Grade:</u>
CJ3075	Fleet Technician I	J-617 (\$20.33 – 25.01 – 29.68)
CJ3076	Fleet Technician II	J-619 (\$22.23 – 27.35 – 32.46)
CJ3077	Fleet Technician III	J-621 (\$24.30 – 29.89 – 35.48)
CJ3078	Fleet Technician Lead	J-622 (\$25.41 – 31.26 – 37.10)
CJ3079	Fleet Technician Supervisor	J-811 (\$59,023 – 76,730 – 94,437)
CJ3080	Fleet Collision Technician	J-621 (\$24.30 – 29.89 – 35.48)
CJ3081	Fleet Collision Supervisor	J-811 (\$59,023 – 76,730 – 94,437)
CA3082	Fleet Maintenance Manager	A-814 (\$79,828 – 103,777 – 127,725)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
10 – None/Incidental	7 – Skilled Craft	Heavy	Non-Exempt
10 – None/Incidental	7 – Skilled Craft	Heavy	Non-Exempt
10 – None/Incidental	7 – Skilled Craft	Heavy	Non-Exempt
10 – None/Incidental	7 – Skilled Craft	Heavy	Non-Exempt
08 – Leadworker	7 – Skilled Craft	Heavy	Non-Exempt
07 – First Level Supervisor	7 – Skilled Craft	Heavy	Exempt
10 – None/Incidental	7 – Skilled Craft	Heavy	Non-Exempt
07 – First Level Supervisor	7 – Skilled Craft	Heavy	Exempt
05 – Manager	1 - Officials and Administrators	Sedentary	Exempt

ABOLISHMENT

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Pay Grade:</u>
CE0411	Fleet Maintenance Support Engineer	E-814
CJ2479	Automotive Service Technician	J-612
CJ2536	Heavy Equipment Service Technician	J-613
CJ2476	Associate Heavy Equipment Mechanic	J-616
CJ2575	Police Fleet Technician	J-617
CJ2489	Body Repair Worker	J-618
CJ2535	Heavy Equipment Mechanic	J-618
CJ2595	Senior Police Fleet Technician	J-618
CJ2549	Lead Heavy Equipment Mechanic	J-619
CJ2477	Automotive Body Repair Supervisor	J-810
CJ2478	Automotive Service Center Supervisor	J-810
CJ2534	Heavy Equipment Mechanic Line Supervisor	J-810
CJ2560	Mechanic Line Supervisor	J-810

Synopsis:

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

This study is the result of management request from the three civilian fleet divisions in the City and County of Denver (CCD). Because of changes in the skilled and semi-skilled trades market, management expressed challenges with attracting and retaining talented fleet technicians to work for the CCD. The CCD has three distinct fleet divisions under review: Denver Police Fleet, Denver Public Works Fleet, and Denver International Airport Fleet. There are 12 classification titles under review with this study. The general classification structure/career path depended on which shop an employee is in; Police use different classifications than did Pubic Works or the Airport, who operate similarly.

The purpose of this study was to (1) review the classification structure and propose changes to reflect the business operations, (2) review, revise, create, and/or abolish current or new classifications to ensure the descriptions reflect the work being performed, and (3) review market data to ensure competitive pay ranges for the new and revised classifications. OHR conducted a variety of methods to collect data, including job shadowing, one focus group of subject matter experts, and consulted directly with management to understand the work itself and structure of the three organizations.

This study resulted in the consolidation of four existing classification series/career paths utilizing 12 different titles into two new series, titled either under the Fleet Technician series with five (5) new titles, Fleet Collision series with two (2) new titles, and the Fleet Maintenance Manager, a new classification title. This new naming represents a growing practice to move away from the term “mechanics” due to the more complex, technical evolution of the work itself within the industry. Using consistent titling will allow easier identification of career paths and to identify related classes in the series.

Pay Rationale:

OHR Compensation conducted a custom survey to collect data from local and national municipal data sources. This survey was conducted in October 2016. National data are from the comparable cities list of larger metro areas in the country whose operations closely mirror those performed in Denver. Data was requested from 108 jurisdictions contacted with 35 responses deemed a good match to one or more positions. This represents a 32% valid response rate. Data was collected on the range minimum, midpoint, maximum, average, and number of incumbents.

For the Fleet Technician series, data from the custom survey was used to establish the pay grades for the Fleet Technician III class. Internal equity was used for all other levels in this series using established compensation practices. The Fleet Technician III is a full performance journey level and is level at which most of the incumbents are currently performing duties. The market average midpoint is \$29.51, compared to the midpoint of pay grade J-621, which is \$29.89. The market average midpoint represents a -1.3% difference the city range midpoint.

By establishing the Fleet Technician III class at pay grade J-621 as the anchor point for the rest of the Fleet Technician series, standard compensation practices can then be used to establish other grades in the series. First, using the standard two (2) pay grade difference between classes in a series, it is recommended to establish the pay grades for Fleet Technician I, the entry level to this series, at pay grade J-617 and Fleet Technician II, the standard journey level, at pay grade J-619.

It is recommended to establish pay for Fleet Technician Lead, performing leadwork over projects and lower level staff, at grade J-622. This is based on using the market average midpoint of \$30.71 and the range midpoint of grade J-622, \$31.26, which will provide a 1.79% difference between midpoints.

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Market data indicated the Fleet Technician Supervisor range midpoint of \$74,264 and the range midpoint of grade J-811 of \$76,730, which will provide a 3.3% difference between midpoints. Additionally, using the practice to allow a 10-15% difference between the highest level in a series and the supervisory level, it is recommended to establish the pay grade for the Fleet Technician Supervisor, supervising the daily operations of the shop and unit staff, at grade J-811. Although data was collected for all levels in the series, the internal equity will ensure this class series remains competitive with local and national public-sector employers, and local private sector employers.

Internal equity will also be used to establish the pay grades for the Fleet Collision series. The Fleet Collision Technician performs complex journey level body work on fleet vehicles. This is the same level as the Fleet Technician III requiring comparable education and experience. For this reason, it is proposed to establish the pay grade equal to the Fleet Technician III, at pay grade J-621, and the Fleet Collision Supervisor, who supervises the daily operations of the collision shop and unit staff, at pay grade J-811, equal to the Fleet Technician Supervisor. Custom market survey data also supports this recommendation, with a market range midpoint of \$79,021, and the range midpoint of grade J-811 of \$76,760, providing a 1.65% difference between midpoints.

Finally, it is recommended to establish the pay grade of the Fleet Maintenance Supervisor at A-814. This is based on the 2017 Employers Council Public Employer’s survey position of Fleet Maintenance Manager. This provides a 4.3% difference between the city’s range midpoint for pay grade A-814, \$103,777, and the market’s aged midpoint, \$99,443. This is also the pay grade of the classification, Manager, in which the incumbents in this class currently are classified as and will not affect their current pay or pay grade.

Employee Impact:

Employees will move from current titles to new titles as outlined below in the table:

Current Title	New Title	Count of Empl.	Count of Empl. Increasing to Minimum
Associate Heavy Equipment Mechanic	Fleet Technician II	17	6
Automotive Body Repair Supervisor	Fleet Collision Supervisor	1	
Automotive Service Center Supervisor	Fleet Technician Supervisor	1	
Automotive Service Technician	Fleet Technician I	1	
Body Repair Worker	Fleet Collision Technician	6	
Heavy Equipment Mechanic	Fleet Technician III	58	1
Heavy Equipment Mechanic Line Supervisor	Fleet Technician Supervisor	11	
Heavy Equipment Service Technician	Fleet Technician I	30	16
Lead Heavy Equipment Mechanic	Fleet Technician Lead	5	
Manager	Fleet Maintenance Manager	4	
Mechanic Line Supervisor	Fleet Technician Supervisor	3	
Police Fleet Technician	Fleet Technician III	16	
Grand Total		153	23

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Budget Impact:

There is an overall budget impact of \$55,536 of employees increasing to range minimum. Of that, the costs will be shared among all three departments:

- Denver International Airport = six (6) employees with a cost of \$13,312,
- Denver Police Department = one (1) employee with a cost of \$3,370, and
- Public Works = 16 employees with a cost of \$38,854.

Organizational Data:

These new classifications are part of the fleet divisions within Denver International Airport, Denver Police Department, or Public Works. Fleet Technician I, II, III, and/or Lead report to Fleet Technician Supervisors, who report to Fleet Maintenance Managers, who report to the Director of Fleet Maintenance. Fleet Collision Technicians report to Fleet Collision Supervisors, who report to Fleet Maintenance Managers, who report to the Director of Fleet Maintenance.

Effective Date Rule:

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. 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.

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