

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: **October 20, 2011**

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 # 1348 & #1349.**

Career Service Authority respectfully requests that this go on Consent the week of October 31, 2011 through November 4, 2011. If not approved for Consent, we request this go to General Government Committee on November 9, 2011.

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

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/Steve Adkision
- **Phone:** 720-913-5643/720-913-5704
- **Email:** bruce.backer@denvergov.org/roberta.monaco@denvergov.org

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

1. **Classification Notice #1348 – Risk Analyst** is a pay grade change from 808-A to 808-V. CSA Compensation approached Risk Management in the Department of Finance regarding a change to the occupational group of the Risk Analyst classification, from the Professional occupational group to the Fiscal occupational group. In the external market, Risk Analyst duties are typically aligned with financial positions. Moving the Risk Analyst into the Fiscal occupational group will better align the classification for future market comparisons. In addition, the class specification was revised to reflect the duties of this position. There is no budget impact.
2. **Classification Notice 1349 – Lead Animal Control Investigator** is a new class. The Denver Animal Care & Control is a division of the Department of Environmental Health. The Division includes six (6) units, Animal Control Investigation, Court Liaison, Office Operations, Adoption Coordinator, Animal Care, and Veterinarian. The Animal Control Investigation unit works on two shift schedules, which includes, day shift work schedule, 6:00am-2:30p.m. and afternoon shift, 1:30p.m.-10:00 p.m. Both shifts are staffed 7-days a week, 365 days per year. There are currently 18 Animal Control Officers reporting to one supervisor. Because of the two shift work schedules and the number of Animal Control Officers reporting to one supervisor, the Division requested the CSA to create a new class, Lead Animal Control Investigator to reduce the existing span of control to a manageable size and to assist the supervisor by performing lead work duties. There is no 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. 1348

To: Agency Heads and Employees
From: Christopher M.A. Lujan, Interim Director
Date: September 28, 2011
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Risk Analyst from 808-A to 808-V.

CSA Compensation approached Risk Management in the Department of Finance regarding a change to the occupational group of the Risk Analyst classification, from the Professional occupational group to the Fiscal occupational group. In the external market, Risk Analyst duties are typically aligned with financial positions. Moving the Risk Analyst into the Fiscal occupational group will better align the classification for future market comparisons. In addition, the class specification was revised to reflect the duties of this position.

**REVISED CLASS SPECIFICATION INCLUDING
PAY GRADE CHANGE**

<u>Current Job Code</u>	<u>Proposed Job Code</u>	<u>Classification Title:</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CA0972	CV2453	Risk Analyst	808-A (\$49,038 - \$78,235)	808-V (\$49,038 - \$78,235)

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 October 20, 2011 9:00 a.m.** in the CSA Board Room, Room 4.F.6, 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, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, October 12, 2011**. 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 Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, October 18, 2011**.

REVISED CLASS SPECIFICATION INCLUDING PAY GRADE CHANGECurrent Job Code:

CA0972

Classification Title:

Risk Analyst

Proposed Job Code:

CV2453

Current Pay Grade:

808-A \$49,038 - \$78,235

Proposed Pay Grade:

808-V \$49,038 - \$78,235

Supervisory Level:

3-None/Incidental

EEO Code:

2-Professionals

Medical Group:

Sedentary

FLSA:

Exempt

Synopsis:

CSA Compensation approached Risk Management in the Department of Finance regarding a change to the occupational group of the Risk Analyst classification, from the Professional occupational group to the Fiscal occupational group. In the external market, Risk Analyst duties are typically aligned with financial positions. Moving the Risk Analyst into the Fiscal occupational group will better align the classification for future market comparisons. In addition, the class specification was revised to reflect the duties of this position.

Pay Rationale:

First, it is recommended to move the Risk Analyst class from the Professional occupational group to the Fiscal occupational group. The definition of the Professional occupational group (A) is

“This group includes classifications that advise on, research, administer, supervise, and/or perform work that is analytical, evaluative, or technical in nature, which may be used to formulate, establish, and execute broad policies and related work. Decisions require the creative and conceptual application of theory and principles of a professional occupational field. A professional field is one in which knowledge is gained by completion of an advanced course of study resulting in a college degree or equivalent specialized experience. This occupational group also consists of executive and/or managerial classifications within the city and county organizational structure that do not require specialized education and experience requirements such as law, information technology or engineering and science.” In contrast, the definition of the Fiscal occupational group (V) is “This group includes classifications which advise on, research, administer, supervise, manage and/or perform work in any phases or systems of fiscal administration when such work also requires technical, theoretical and/or practical aspects in the application of related laws, regulations, policies, precedence, methods and techniques in the areas of accounting, appraising, auditing, finance, budget, investment, revenue, debt, and taxation.”

It is recommended to move the Risk Analyst to the Fiscal occupational group based on the duties performed by this class. The duties are of a financial nature, including conducting analyses of the costs to insure the City's risks. The Risk Analyst ensures that contracts with insurance providers are in compliance, and analyzes risk and exposure to determine rates. This class requires specialized knowledge of risk management principles and laws to ensure compliance. Although not specifically listed in the Fiscal definition above, the Risk Analyst's duties are in line with the other classes in the Fiscal occupational group because of its emphasis on understanding the financial risks to the City. In addition, the Risk Analyst is a benchmark, with a market presence as a finance job. This will allow CSA to compare it to similar jobs in the Fiscal occupational group in the future.

It is recommended to change the Risk Analyst from 808-A pay grade to the Fiscal occupational group at pay grade 808-V. The Risk Analyst is a benchmark job. It is matched to market data from the Mercer Finance, Accounting, Legal survey

position of Risk Analyst, Mountain States Employer's Council Benchmark Compensation survey position of Risk Analyst, and the Towers Watson Accounting survey position of Risk Analyst. A composite of data from these three surveys from 2010 shows that the City's midpoint is 3.3% less than the market midpoint and is 3% less than the market median. Based on this market data, no increase is recommended to the pay grade at this time. Instead, a lateral pay grade change is recommended, from pay grade 808-A to pay grade 808-V, since those pay grades are equal.

Employee Impact:

This will affect two employees currently in this classification.

Budget Impact:

There is no budget impact. The incumbents will move pay-to-pay.

Organizational Data:

Risk Management is an agency that is a part of the Department of Finance.

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

POSTING IS REQUIRED

Classification Notice No. 1349

To: Agency Heads and Employees
From: Christopher M.A. Lujan, Interim Director
Date: September 28, 2011
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Lead Animal Control Investigator (614-N).

The Denver Animal Care & Control is a division of the Department of Environmental Health. The Division includes six (6) units, Animal Control Investigation, Court Liaison, Office Operations, Adoption Coordinator, Animal Care, and Veterinarian. The Animal Control Investigation unit works on two shift schedules, which includes, day shift work schedule, 6:00am-2:30p.m. and afternoon shift, 1:30p.m.-10:00 p.m. Both shifts are staffed 7-days a week, 365 days per year. There are currently 18 Animal Control Officers reporting to one supervisor. Because of the two shift work schedules and the number of Animal Control Officers reporting to one supervisor, the Division requested the CSA to create a new class, Lead Animal Control Investigator to reduce the existing span of control to a manageable size and to assist the supervisor by performing lead work duties.

NEW CLASS

<u>Job Code</u>	<u>Classification Title:</u>	<u>Pay Grade & Range</u>
CN2454	Lead Animal Control Investigator	614-N (\$35,124 - \$51,268)

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 October 20, 2011 9:00 a.m.** in the CSA Board Room, Room 4.F.6, 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, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, October 12, 2011**. 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 Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, October 18, 2011**.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CN2454	Lead Animal Control Investigator	614-N (\$35,124 - \$51,268)

Supervisory Level: 2 (Lead worker)

EEO Code: 4 (Protective Service)

Medical Group: M (Medium)

FLSA: Nonexempt

Synopsis: The Denver Animal Care & Control is a division of the Department of Environmental Health. The Division includes six (6) units, Animal Control Investigation, Court Liaison, Office Operations, Adoption Coordinator, Animal Care, and Veterinarian. The Animal Control Investigation unit works on two shift schedules, which includes, day shift work schedule, 6:00am-2:30p.m. and afternoon shift, 1:30p.m.-10:00 p.m. Both shifts are staffed 7-days a week, 365 days per year. There are currently 18 Animal Control Officers reporting to one supervisor. Because of the two shift work schedules and the number of Animal Control Officers reporting to one supervisor, the Division requested the CSA to create a new class, Lead Animal Control Investigator to reduce the existing span of control to a manageable size and to assist the supervisor by performing lead work duties.

Pay Rationale: The pay grade recommendation for the Lead Animal Control Investigator is based on an internal relationship to the Animal Control Investigator. The Animal Control Investigator, pay grade 613-N is a benchmark class. It is typical internal compensation practice to place lead worker classes one pay grade above the highest classes it leads. Based on this practice, it is recommended to place the Lead Animal Control Investigator at pay grade 614-N.

Employee Impact: There is no employee impact. The Agency will open up two new positions to provide promotional opportunities.

Budget Impact: None

Organizational Data: The Lead Animal Control Investigator will report to the Field Services Supervisor, pay grade 806-N who reports to a Manager 1, pay grade 813-A who in turn reports to a Manager 2, pay grade 815-A.

Proposed Effective Date:

Career Service-Rule 7-37 Effective Dates: "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. 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."