

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**. Contact the Mayor's Legislative team with questions

Date of Request: May 21, 2020

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 #1649

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: Blair Malloy
Email: Blair.Malloy@denvergov.org	Email: Blair.Malloy@denvergov.org

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

The proposed changes amend the Classification and Pay Plan. Based upon an analysis it is recommended that changes be made to the Classification and Pay Plan which includes pay range adjustments, pay grade abolishment, and changes to employee pay rates to be effective on July 1, 2020.

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**

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0499

Date Entered: _____

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?

POSTING IS REQUIRED

Classification Notice No. 1649

To: Agency Heads and Employees

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0499

Date Entered: _____

From: Karen Niparko, Executive Director of the Office of Human Resources
Date: May 08, 2020
Subject: Proposed Changes to the Classification and Pay Plan

The proposed changes amend the Classification and Pay Plan. Based upon an analysis it is recommended that changes be made to the Classification and Pay Plan which includes pay range adjustments, pay grade abolishments, and changes to employee pay rates to be effective on July 1, 2020.

In 2019, the Mayor’s Office and City Council established minimum wage policies affecting all employers and employees in the City and County of Denver. The Office of Human Resources (OHR) supports the Mayor’s Office in the application of changes to the classification and pay plan. The minimum hourly wage rates were approved under the following schedule: the current rate of \$13.00 implemented on July 1, 2019, and the future rates of \$14.00 on July 1, 2020, \$14.77 on January 1, 2021, \$15.00 on July 1, 2021 and \$15.87 on January 1, 2022. Based upon an analysis it is recommended that changes be made to the classification and pay plan which includes pay range adjustments, abolishment of certain ranges, and pay grade changes and changes to employee pay rates to be no less than \$14.00, effective on July 1, 2020.

CLASSIFICATION PAY GRADE CHANGES

Job Code	Class Title	Current Grade	Current Range	Proposed Grade	Proposed Range
AC1520	Administrative Support Assistant I	C-606	(\$13.91-17.11-20.31)	C-606	(\$14.00-17.22-20.44)
BC1518	Administrative Support Assistant I	C-606	(\$13.91-17.11-20.31)	C-606	(\$14.00-17.22-20.44)
CC1480	Administrative Support Assistant I	C-606	(\$13.91-17.11-20.31)	C-606	(\$14.00-17.22-20.44)
LC1482	Administrative Support Assistant I	C-606	(\$13.91-17.11-20.31)	C-606	(\$14.00-17.22-20.44)
MC2429	Administrative Support Assistant I	C-606	(\$13.91-17.11-20.31)	C-606	(\$14.00-17.22-20.44)
VC1521	Administrative Support Assistant I	C-606	(\$13.91-17.11-20.31)	C-606	(\$14.00-17.22-20.44)
YC1478	Administrative Support Assistant I	C-606	(\$13.91-17.11-20.31)	C-606	(\$14.00-17.22-20.44)
CJ1877	Custodian	J-606	(\$13.00-15.99-18.98)	J-607	(\$14.00-17.22-20.44)
LJ1878	Custodian	J-606	(\$13.00-15.99-18.98)	J-607	(\$14.00-17.22-20.44)
CJ2977	Custodian Lead	J-607	(\$13.56-16.68-19.80)	J-608	(\$14.18-17.44-20.70)
LJ1946	Custodian Lead	J-607	(\$13.56-16.68-19.80)	J-608	(\$14.18-17.44-20.70)
CJ2525	Food Service Worker	J-606	(\$13.00-15.99-18.98)	J-607	(\$14.00-17.22-20.44)
CG2943	Golf Cart Attendant	Z-116	(\$13.00-15.41-17.81)	Z-117	(\$14.00-16.59-19.18)
CG2378	Golf Starter and Ranger	Z-116	(\$13.00-15.41-17.81)	Z-117	(\$14.00-16.59-19.18)
CJ2545	Laundry Supervisor	J-608	(\$14.18-17.44-20.70)	J-609	(\$14.83-18.24-21.65)
CJ2546	Laundry Worker	J-606	(\$13.00-15.99-18.98)	J-607	(\$14.00-17.22-20.44)
RG3067	Lead Usher	Z-120	(\$16.41-19.45-22.48)	Z-121	(\$17.60-20.86-24.11)
LG2888	Library Aide	Z-116	(\$13.00-15.41-17.81)	Z-117	(\$14.00-16.59-19.18)
RG2401	Lifeguard	Z-116	(\$13.00-15.41-17.81)	Z-117	(\$14.00-16.59-19.18)
CG2113	Park Seasonal Laborer	Z-116	(\$13.00-15.41-17.81)	Z-117	(\$14.00-16.59-19.18)
TB0017	Public Safety Cadet	B-403	(\$13.00)	B-403	(\$14.00)
RG2909	Recreation Assistant	Z-116	(\$13.00-15.41-17.81)	Z-117	(\$14.00-16.59-19.18)
RG3066	Senior Usher	Z-118	(\$14.27-16.91-19.55)	Z-119	(\$15.30-18.13-20.96)
RG2347	Usher	Z-116	(\$13.00-15.41-17.81)	Z-117	(\$14.00-16.59-19.18)
TA1585	Youth Assistant	A-403	(\$13.00)	A-403	(\$14.00)
CA3142	Youth Operative Associate	A-604	(\$13.00-15.99-18.98)	A-605	(\$14.00-17.22-20.44)

CURRENT PAY GRADES AND RANGES

Compensation Grade	Pay Range Minimum	Q2 Minimum	Q3 Minimum/ Range Midpoint	Q4 Minimum	Pay Range Maximum
--------------------	-------------------	------------	----------------------------	------------	-------------------

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0499

Date Entered: _____

A-403	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
A-605	\$13.49	\$15.04	\$16.60	\$18.15	\$19.70
B-403	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
C-606	\$13.91	\$15.51	\$17.11	\$18.71	\$20.31
J-607	\$13.56	\$15.12	\$16.68	\$18.24	\$19.80
Z-117	\$13.31	\$14.54	\$15.77	\$17.00	\$18.23

PROPOSED PAY GRADES AND RANGES

Compensation Grade	Pay Range Minimum	Q2 Minimum	Q3 Minimum/ Range Midpoint	Q4 Minimum	Pay Range Maximum
A-403	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
A-605	\$14.00	\$15.61	\$17.22	\$18.83	\$20.44
B-403	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
C-606	\$14.00	\$15.61	\$17.22	\$18.83	\$20.44
J-607	\$14.00	\$15.61	\$17.22	\$18.83	\$20.44
Z-117	\$14.00	\$15.30	\$16.59	\$17.89	\$19.18

ABOLISHED PAY GRADES AND RANGES

Compensation Grade	Pay Range Minimum	Pay Range Maximum
A-405	\$15.19	\$15.19
A-604	\$13.00	\$18.98
C-605	\$13.30	\$19.42
E-607	\$13.22	\$19.30
E-608	\$13.82	\$20.18
I-605	\$13.14	\$19.18
I-606	\$13.74	\$20.06
J-410	\$16.91	\$16.91
J-606	\$13.00	\$18.98
L-605	\$13.47	\$19.67
N-607	\$13.54	\$19.77
O-407	\$19.81	\$19.81
O-410	\$91,769.60	\$91,769.60
O-604	\$13.63	\$19.90
V-606	\$13.53	\$19.75
Z-116	\$13.00	\$17.81

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0499

Date Entered: _____

The scheduled time for the public hearing is **Thursday, May 21, 2020 at 9:00 AM.** The public hearing starts at 9:00 AM and will be conducted through a provided conference call number and available digital link through public notice of the agenda, released no later than two days prior to the scheduled meeting.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, May 21, 2020.** 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 19, 2020.**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0499

Date Entered: _____