

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, 2016**

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 #1530 – Crime Scene Investigator Series**

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

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

- **Name:** Susan O'Neill
- **Phone:** 720-913-5668
- **Email:** susan.oneill@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 Crime Scene Investigator I from 618-E to 621-E, Crime Scene Investigator II from 621-E to 624-E, and Crime Scene Supervisor from 627-E to 628-E.

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. 1530

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: October 6, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Crime Scene Investigator I from 618-E to 621-E, Crime Scene Investigator II from 621-E to 624-E, and Crime Scene Supervisor from 627-E to 628-E.

The Denver Public Safety, Police Department, Forensic and Evidence Division requested this urgent study of the Crime Scene Investigator(CSI) I, Crime Scene Investigator(CSI) II and Crime Scene Supervisor classifications. In 2013, this division changed these positions from uniform to civilian positions with this new classification series. These classifications are responsible for collecting and preserving evidence at crime scenes. High turnover and difficulty to fill vacancies has proved to be challenging for these specialized positions.

PAY GRADE CHANGE ONLY

<u>Classification Title:</u>	<u>Current Pay Grade & Range:</u>	<u>Proposed Pay Grade & Range:</u>
Crime Scene Investigator I	618-E (\$44,081/\$54,220/\$64,358)	621-E (\$50,376/\$61,963/\$73,549)
Crime Scene Investigator II	621-E (\$50,376/\$61,963/\$73,549)	624-E (\$57,569/\$70,810/\$84,051)
Crime Scene Supervisor	627-E (\$65,790/\$80,922/\$96,053)	628-E (\$68,783/\$84,603/\$100,423)

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 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, 2016 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM. on **Wednesday, October 19, 2016**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than **Tuesday, October 18, 2016**.

Pay Grade Change Only**Classification Title:**

Crime Scene Investigator I
 Crime Scene Investigator II
 Crime Scene Supervisor

Current Pay Grade & Range:

618-E (\$44,081/\$54,220/\$64,358)
 621-E (\$50,376/\$61,963/\$73,549)
 627-E (\$65,790/\$80,922/\$96,053)

Proposed Grade & Range:

621-E (\$50,376/\$61,963/\$73,549)
 624-E (\$57,569/\$70,810/\$84,051)
 628-E (\$68,783/\$84,603/\$100,423)

Supervisory Level:

Crime Scene Investigator I 3 - None - Incidental
 Crime Scene Investigator II 2 - Lead worker
 Crime Scene Supervisor 6 – First Level Supervisor

EEO Code:

2 – Professional

Medical Group:

M - Medium Physical

Synopsis:

The Denver Public Safety, Police Department, Forensic and Evidence Division requested this urgent study of the Crime Scene Investigator(CSI) I, Crime Scene Investigator(CSI) II and Crime Scene Supervisor classifications. In 2013 this Division changed these positions from uniform to civilian positions with this new classification series. These classifications are responsible for collecting and preserving evidence at crime scenes. High turnover and difficulty to fill vacancies has proved to be challenging for these specialized positions.

Pay Rationale:

It is proposed to place the CSI I at pay grade 621-E, the CSI II at pay grade 624-E and the Crime Scene Supervisor at pay grade 628-E. It is recommended that there is a 3 pay grade change based on the market data and internal equity practice. Market data supports a 3 pay grade difference between the CSI I and CSI II classification. An in-house market survey was conducted with good benchmarks in order to provide the market data. Internal equity practices were applied to determine the Crime Scene Supervisor classification.

Employee Impact:

Seven CSI I's, four CSI II's and three Crime Scene Supervisor's will move from the current pay grade to the recommended pay grade.

Budget Impact:

None – Currently these employee's salaries are within the new recommended salary ranges.

Organizational Data:

The Crime Scene Investigators report to the Crime Scene Supervisor who reports to the Deputy Director of Criminalistics. The Deputy Director of Criminalistics classification will not change with these classification changes.

Effective Date Rule:

Section 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.