

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: **June 5, 2015**

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 #1504 – Recreation Study

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

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

- **Name:** Alena Duran
- **Phone:** 720-913-5726
- **Email:** alena.duran@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:** Meredith Creme
- **Phone:** 720-913-5722
- **Email:** meredith.creme@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 adding the following classifications: Recreation Program Coordinator (617-A), Recreation Center Coordinator (617-A), Recreation Services Representative (608-C) and Recreation Assistant (110-Z). Additionally, the change amends the Classification and Pay Plan by deleting Recreation Coordinator (617-A).

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?) **Please explain.**

None known

8. **Budget Impact:** The total budget impact is \$29,480 as a result of the reallocations of the four Recreation Instructors.

POSTING IS REQUIRED

Classification Notice No. 1504

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: May 21, 2015
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the following classifications: Recreation Program Coordinator (617-A), Recreation Center Coordinator (617-A), Recreation Services Representative (608-C) and Recreation Assistant (110-Z). Additionally, the change amends the Classification and Pay Plan by deleting Recreation Coordinator (617-A).

OHR initiated a classification study on the following classifications used within Recreation: *Recreation Coordinator, Aquatics Coordinator, Recreation Instructor, Recreation Facility Assistant and Recreation Aide*. The primary focus of the study was to ensure that the job specifications reflect the work being performed by the employees and that the classifications and associated pay ranges are aligned appropriately with similar internal and external positions.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CA2906	Recreation Center Coordinator	617-A (\$44,082 - \$64,360)
CA2907	Recreation Program Coordinator	617-A (\$44,082 - \$64,360)
CC2908	Recreation Services Representative	608-C (\$27,777 - \$40,554)
RG2909	Recreation Assistant	110-Z (\$8.23 - \$11.28)

ABOLISHMENT

<u>Classification Title</u>	<u>Pay Grade</u>
Recreation Coordinator	617-A

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 June 4, 2015 at 5:00 p.m.** 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 Meredith Crème meredith.creme@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, June 3, 2015**. 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 at (720) 913-5168 no later than noon on **Tuesday June 2, 2015**.

NEW CLASSES

<u>Classification Title</u>	<u>Pay Grade & Range</u>
Recreation Center Coordinator	617-A (\$44,082 - \$64,360)
Recreation Program Coordinator	617-A (\$44,082 - \$64,360)
Recreation Services Representative	608-C (\$27,777 - \$40,554)
Recreation Assistant	110-Z (\$8.23 - \$11.28)

ABOLISHMENT

<u>Classification Title</u>	<u>Pay Grade</u>
Recreation Coordinator	617-A

Supervisory Level:

Recreation Center Coordinator: 6 – First Level Supervisor
 Recreation Program Coordinator: 6 – First Level Supervisor
 Recreation Services Representative: 3 – Non/Incidental
 Recreation Assistant: 3 – Non/Incidental

EEO Code:

Recreation Center Coordinator: 5 - Paraprofessional
 Recreation Program Coordinator: 5 - Paraprofessional
 Recreation Services Representative: 6 – Office/Clerical
 Recreation Assistant: 8 – Service/Maintenance

Medical Group:

All classes are Sedentary

Synopsis:

OHR initiated a classification study on the following classifications used within Recreation: *Recreation Coordinator, Aquatics Coordinator, Recreation Instructor, Recreation Facility Assistant and Recreation Aide*. The primary focus of the study was to ensure that the job specifications reflect the work being performed by the employees and that the classifications and associated pay ranges are aligned appropriately with similar internal and external positions.

OHR interviewed all Recreation Supervisors, conducted focus groups and some interviews with Recreation Coordinators and Aquatics Coordinators. A Job Analysis Questionnaire (JAQ) was also sent to employees, including all on-call employees. These steps were taken to gather information on the type and level of work performed by these positions at the 27 different Recreation Centers and the citywide program areas.

It was determined that the Recreation Facility Assistant and Recreation Aide are performing similar duties so these classes were combined into one classification called Recreation Assistant. This classification consists of all on-call employees. A new classification called Recreation Services Representative is recommended. This classification provides reception and guest relations work, providing information and guest services to members and the public at a Recreation Center. It was determined that the Recreation Coordinators were clearly performing different duties depending on if they are in a Recreation Center or supporting a citywide program. Therefore, it is recommended to separate the classification into two classes, Recreation Center Coordinator and Recreation Program Coordinator. OHR made minor revisions to the Recreation Instructor and Aquatics Coordinator job descriptions.

Pay Rationale:

It is recommended to place the Recreation Center Coordinator and Recreation Program Coordinator at pay grade 617-A, the Recreation Services Representative at pay grade 608-C and the Recreation Assistant at pay grade 110-Z. Pay was also verified for Recreation Instructor and Aquatics Coordinator but it was determined that Recreation Instructor will remain as 607-A and the Aquatics Coordinator at 617-A.

Market data was used to determine the appropriate pay grade for the Recreation Center Coordinator and the Recreation Program Coordinator. We have a local source (Mountain States Employers Council) but determined we needed to look nationally to find cities that were comparable to size and scope of Denver Recreation. The average pay rate for the market based on the survey responses is \$46,612.90 which is 16.32% below our midpoint of \$54,221. While the survey data shows that Denver’s pay is currently above the market average for these

classifications, it is recommended to maintain the current pay grades for these classifications because a decrease in pay could compromise Denver's ability to attract, retain and motivate employees.

Local and national market data were used to determine the appropriate pay grade for Recreation Services Representative. The average actual pay rate for the market is \$33,782 which corresponds with the midpoint of pay grade 608-C (\$27,777 - \$40,554), which is 34,166. This provides a percent difference of 1.13%.

The survey conducted did not result in significant data to establish an average market rate of pay for the Recreation Assistant. Internal pay considerations were used to recommend the pay grade of 110-Z (\$8.23-\$11.28 per hour). The current pay range for the two classes being combined to create the Recreation Assistant are 212-Y (\$8.23 - \$9.19) and 219-Y (\$9.47-\$10.61).

Employee Impact:

There are currently 50 Recreation Coordinators that will either move into the Recreation Program Coordinator or Recreation Center Coordinator with the exception of one employee who will move into the Operations Coordinator classification. No employees will be automatically reallocated into the Recreation Services Representative classification as a result of this study, these positions will be opened for recruitment. There are currently 92 Recreation Aides and 203 Recreation Facility Assistants that will move into the Recreation Assistant classification. It was also determined that four Recreation Instructors will move with this study, two into the Recreation Center Coordinator and the other two into the Recreation Program Coordinator classification.

Budget Impact:

The current budget impact is \$29,480 as a result of the reallocations of the four Recreation Instructors.

Organizational Data:

Each Recreation Center or citywide program is overseen by a Recreation Supervisor or Senior Recreation Supervisor. Recreation Facility Coordinators and Recreation Program Coordinators report directly to the Recreation Supervisors and may supervise on-call staff classified as Recreation Instructors and Recreation Assistants. Recreation Services Representatives will report to Recreation Supervisors.

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.