

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11:00am on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **August 15, 2024**

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 #1824

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 change amends the classification and pay plan with the annual market analysis pay table adjustments by adjusting the city’s pay tables and ranges, abolishing pay grades and adjusting pay grades for classifications that fall into those grades.

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: _____

Classification Notice No. 1824 - AMENDED

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 2, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the classification and pay plan with the annual market analysis pay table adjustments by adjusting the city’s pay tables and ranges, abolishing pay grades and adjusting pay grades for classifications that fall into those grades.

As required by Sec. 18-5 of the Denver Revised Municipal Code (DRMC), the annual market analysis pay table adjustments ensure that the city’s pay tables and ranges are competitive with market rate movement. The Office of Human Resources (OHR) proposes a 2.5% percentage adjustment to the city’s pay tables used by classifications in the scope of this study. These recommendations include the City and County of Denver minimum wage ordinance requirements as announced on August 1, 2024 with a new minimum wage of \$18.81 per hour. Additionally, the US Department of Labor Wage & Hour Division has increased the rate for salary exemption under the Fair Labor Standards Act (FLSA) to \$58,656 as of January 1, 2025. Therefore, OHR is proposing changes to the classification and pay plan to align with all these requirements, which includes pay range adjustments, abolishment of certain pay grades, and ensuring employee pay rates are no less than the range minimum, all to be effective on January 1, 2025. Finally, certain classifications are proposed to change pay grade if the grade is being abolished to keep grade distinctions between classifications in a series.

CURRENT PAY TABLES

Non-Exempt

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
NE-07	18.29	20.58	22.86	25.15	27.44
NE-08	19.11	21.50	23.89	26.28	28.67
NE-09	20.26	22.79	25.32	27.86	30.39
NE-10	21.47	24.16	26.84	29.53	32.21
NE-11	22.76	25.61	28.45	31.30	34.14
NE-12	24.11	27.13	30.14	33.16	36.17
NE-13	25.57	28.77	31.96	35.16	38.36
NE-14	26.57	30.23	33.88	37.53	41.18
NE-15	28.16	32.04	35.91	39.78	43.65
NE-16	29.85	33.96	38.06	42.17	46.27
NE-17	31.65	36.00	40.35	44.71	49.06
NE-18	33.55	38.16	42.77	47.39	52.00
NE-19	35.56	40.45	45.34	50.23	55.12
NE-20	37.69	42.88	48.06	53.24	58.42
NE-21	39.95	45.45	50.94	56.43	61.92
NE-22	42.35	48.18	54.00	59.82	65.64

Exempt

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
EX-06	55,000	63,938	72,875	81,813	90,750
EX-07	56,176	65,305	74,433	83,562	92,690

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
EX-08	60,669	70,528	80,387	90,246	100,104
EX-09	65,523	76,171	86,818	97,466	108,113
EX-10	70,765	82,265	93,764	105,263	116,762
EX-11	76,426	88,846	101,265	113,684	126,103
EX-12	82,540	95,953	109,366	122,779	136,191
EX-13	89,144	103,630	118,116	132,602	147,088
EX-14	96,275	111,920	127,565	143,210	158,854
EX-15	103,977	120,874	137,770	154,666	171,562
EX-16	110,216	129,504	148,792	168,080	187,367
EX-17	119,033	139,864	160,695	181,526	202,356
EX-18	128,556	151,054	173,551	196,048	218,545
EX-19	138,841	163,138	187,435	211,733	236,030
EX-20	149,947	176,188	202,429	228,670	254,910
EX-21	161,944	190,284	218,624	246,965	275,305
EX-22	174,899	205,506	236,113	266,721	297,328
EX-23	188,890	221,946	255,002	288,058	321,113
EX-24	204,002	239,703	275,403	311,103	346,803
EX-25	220,323	258,880	297,436	335,993	374,549
EX-26	237,948	279,589	321,230	362,871	404,512
EX-27	256,984	301,956	346,928	391,901	436,873
EX-28	277,542	326,112	374,682	423,252	471,821

Community Rate

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
CR-FLR	18.29	18.29	18.29	18.29	18.29
CR-07	18.29	19.98	21.67	23.37	25.06
CR-08	18.61	20.33	22.05	23.78	25.50
CR-09	19.54	21.35	23.15	24.96	26.77
CR-10	20.51	22.41	24.31	26.21	28.10
CR-11	21.54	23.54	25.53	27.52	29.51
CR-12	22.62	24.71	26.80	28.90	30.99
CR-13	23.75	25.95	28.14	30.34	32.54

Intern

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
A-412	18.29	18.89	19.48	20.08	20.67
A-413	19.28	19.91	20.53	21.16	21.79
A-414	20.41	21.08	21.74	22.40	23.06

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

PROPOSED PAY TABLES

Non-Exempt

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
NE-07	18.81	21.16	23.51	25.87	28.22
NE-08	19.59	22.04	24.49	26.94	29.39
NE-09	20.76	23.36	25.95	28.55	31.14
NE-10	22.01	24.76	27.51	30.27	33.02
NE-11	23.33	26.25	29.16	32.08	35.00
NE-12	24.71	27.80	30.89	33.98	37.07
NE-13	26.21	29.49	32.76	36.04	39.32
NE-14	27.24	30.99	34.73	38.48	42.22
NE-15	28.87	32.84	36.81	40.78	44.75
NE-16	30.60	34.81	39.01	43.22	47.43
NE-17	32.44	36.90	41.36	45.82	50.28
NE-18	34.39	39.12	43.84	48.57	53.30
NE-19	36.45	41.46	46.47	51.49	56.50
NE-20	38.64	43.95	49.26	54.58	59.89
NE-21	40.95	46.58	52.21	57.84	63.47
NE-22	43.41	49.38	55.35	61.32	67.28

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Exempt

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
EX-07	58,656.00	68,188.00	77,719.00	87,251.00	96,782.00
EX-08	62,186.00	72,292.00	82,397.00	92,502.00	102,607.00
EX-09	67,161.00	78,075.00	88,988.00	99,902.00	110,816.00
EX-10	72,534.00	84,321.00	96,108.00	107,895.00	119,681.00
EX-11	78,337.00	91,067.00	103,797.00	116,527.00	129,256.00
EX-12	84,604.00	98,352.00	112,100.00	125,849.00	139,597.00
EX-13	91,373.00	106,221.00	121,069.00	135,918.00	150,766.00
EX-14	98,682.00	114,718.00	130,754.00	146,790.00	162,826.00
EX-15	106,577.00	123,896.00	141,214.00	158,533.00	175,852.00
EX-16	112,972.00	132,742.00	152,512.00	172,282.00	192,052.00
EX-17	122,009.00	143,361.00	164,712.00	186,064.00	207,415.00
EX-18	131,770.00	154,830.00	177,890.00	200,950.00	224,009.00
EX-19	142,312.00	167,217.00	192,121.00	217,026.00	241,931.00
EX-20	153,696.00	180,593.00	207,490.00	234,387.00	261,283.00
EX-21	165,993.00	195,042.00	224,090.00	253,139.00	282,188.00
EX-22	179,271.00	210,644.00	242,016.00	273,388.00	304,760.00
EX-23	193,613.00	227,495.00	261,377.00	295,260.00	329,142.00
EX-24	209,102.00	245,695.00	282,288.00	318,881.00	355,473.00
EX-25	225,831.00	265,352.00	304,872.00	344,393.00	383,913.00
EX-26	243,897.00	286,579.00	329,261.00	371,943.00	414,625.00
EX-27	263,408.00	309,505.00	355,601.00	401,698.00	447,794.00
EX-28	284,481.00	334,265.00	384,049.00	433,833.00	483,617.00

Community Rate

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
CR-FLR	18.81	18.81	18.81	18.81	18.81
CR-07	18.81	20.55	22.29	24.03	25.77
CR-08	19.07	20.84	22.60	24.37	26.13
CR-09	20.03	21.88	23.73	25.59	27.44
CR-10	21.03	22.98	24.92	26.87	28.81
CR-11	22.08	24.13	26.17	28.21	30.25
CR-12	23.18	25.33	27.47	29.62	31.76
CR-13	24.34	26.59	28.84	31.10	33.35

Intern

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
A-412	18.81	19.42	20.03	20.65	21.26
A-413	19.75	20.40	21.04	21.68	22.32
A-414	20.92	21.60	22.28	22.96	23.64

PAY GRADE ABOLISHMENT

EX-06

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

PAY GRADE CHANGES

Job Profile Name	Current Pay Grade	Proposed Pay Grade 2025
Accountant Staff	EX-06	EX-07
Budget Analyst Staff	EX-06	EX-07
Buyer Staff	EX-06	EX-07
Claims Adjuster Associate	EX-07	EX-08
Claims Adjuster Senior	EX-08	EX-09
Claims Adjuster Staff	EX-06	EX-07
Compliance Certification Officer Staff	EX-06	EX-07
Executive Assistant to the Mayor	EX-06	EX-07
Financial Analyst Staff	EX-06	EX-07
Golf Course Assistant Superintendent	EX-06	EX-07
Golf Professional 1st Assistant	EX-06	EX-07
Graphics Designer	EX-06	EX-07
HR Classification and Compensation Analyst Staff	EX-06	EX-07
Internal Auditor Staff	EX-06	EX-07
Librarian	EX-06	EX-07
Librarian Catalog	EX-06	EX-07
Librarian Special Collection	EX-07	EX-08
Librarian Special Collection Senior	EX-08	EX-09
Management Analyst Staff	EX-06	EX-07
Marketing and Communications Staff	EX-06	EX-07
Parking and Speeding Enforcement Supervisor	EX-06	EX-07
Permit Supervisor	EX-06	EX-07
Real Property Appraiser Senior	EX-08	EX-09
Real Property Appraiser Associate	EX-07	EX-08
Real Property Appraiser Specialist	EX-09	EX-10
Real Property Appraiser Staff	EX-06	EX-07
Tax Auditor Staff	EX-06	EX-07

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, August 15, 2024, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

If anyone wishes to submit written comments to the Board on this proposal, please submit them by no later than **noon (12:00 p.m.) on Monday, August 12, 2024:**

Lori Smith, Executive Office Administrator
 Office of Human Resources
 (720) 337-6185
 lori.smith@denvergov.org

If anyone wishes to be heard by the Board on this proposal, please submit your name and phone number by no later than **noon (12:00 p.m.) on Monday, August 12, 2024** to lori.smith@denvergov.org

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

If you have any questions about this proposal, please submit them in writing to lori.smith@denvergov.org by **noon (12 p.m.) on Wednesday, August 14, 2024**. Please include a contact name and phone number so that we may respond to your question directly.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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 OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____