

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: **August 7, 2017**

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 #1545 – Plans Review Technicians

3. Requesting Agency: Office of Human Resources

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

- Name: John Hoffman
- Phone: 720-913-5296
- Email: john.hoffman@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 creating new classes called Permit Review Technician I (E-618), Permit Review Technician II (E-620), Lead Permit Review Technician (E-621), Plans Review Specialist I (E-623), and Plans Review Specialist II (E-625). This proposed change also amends the Classification and Pay Plan by abolishing the titles of Plans Review Technician, Associate Plans Review Technician, and Senior Plans Review Technician.

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. 1545

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: July 21, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classes called Permit Review Technician I (E-618), Permit Review Technician II (E-620), Lead Permit Review Technician (E-621), Plans Review Specialist I (E-623), and Plans Review Specialist II (E-625). This proposed change also amends the Classification and Pay Plan by abolishing the titles of Plans Review Technician, Associate Plans Review Technician, and Senior Plans Review Technician.

In March of 2012, the Annual Pay Survey conducted by the Office of Human Resources made a determination that the Plans Review Technician series' current level of pay was trailing the market average by over 10%, and to amend this situation it was recommended that the Plans Review Technician series pay grades be bumped up by four pay grades each, resulting in 19.48% pay increases for all impacted employees within these classifications. The following illustrates the pay grade movements that were effective on January 1, 2013:

Classification	Pay Grade Prior to 1/1/2013	Pay Grade After 1/1/2013
Plans Review Technician	E-616	E-620
Associate Plans Review Technician	E-618	E-622
Senior Plans Review Technician	E-621	E-625

The 2012 Annual Pay Survey failed to address management concerns with the above recommendations, these movements created inequities with other classifications within these organizations, which were not considered, and there was no prior evaluation of the varying levels of duties and responsibilities within the series at that time.

A Plans Review Technician Study was initiated based on the above concerns, and these classifications had not been reviewed in over 15 years since they were originally established. Studies of classifications and occupational groups are regularly conducted in order to ensure that job descriptions are up-to-date and accurately reflect the work performed by incumbents within those jobs and positions, and to also ensure that the city pays competitive market rates of pay for similar types and levels of work being performed within the marketplace.

NEW CLASSES

<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
Permit Review Technician I	E-618 (\$21.34-\$26.25-\$31.16)
Permit Review Technician II	E-620 (\$23.33-\$28.70-\$34.06)
Lead Permit Review Technician	E-621 (\$24.39-\$30.00-\$35.61)
Plans Review Specialist I	E-623 (\$26.66-\$32.79-\$38.92)
Plans Review Specialist II	E-625 (\$29.14-\$35.84-\$42.54)

ABOLISHMENTS

<u>Classification Title</u>	<u>Pay Grade</u>
Plans Review Technician	E-620
Associate Plans Review Technician	E-622
Senior Plans Review Technician	E-625

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 August 3 at 4:30 PM** 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 Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Thursday, August 3, 2017**. 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 noon on **Tuesday, August 1, 2017**.

CITY AND COUNTY OF DENVER
OFFICE OF HUMAN RESOURCES
CHANGES IN THE CLASSIFICATION AND PAY PLAN -
(Plans Review Technician Study)

July 21, 2017

Synopsis:

In March of 2012, the Annual Pay Survey conducted by the Office of Human Resources made a determination that the Plans Review Technician series' current level of pay was trailing the market average by over 10%, and to amend this situation it was recommended that the Plans Review Technician series pay grades be bumped up by four pay grades each, resulting in 19.48% pay increases for all impacted employees within these classifications. The following illustrates the pay grade movements that were effective on January 1, 2013:

<u>Classification</u>	<u>Pay Grade Prior to 1/1/2013</u>	<u>Pay Grade After 1/1/2013</u>
Plans Review Technician	E-616	E-620
Associate Plans Review Technician	E-618	E-622
Senior Plans Review Technician	E-621	E-625

The 2012 Annual Pay Survey failed to address management concerns with the above recommendations, these movements created inequities with other classifications within these organizations, which were not considered, and there was no prior evaluation of the varying levels of duties and responsibilities within the series at that time.

A Plans Review Technician Study was initiated based on the above concerns, and these classifications had not been reviewed in over 15 years since they were originally established. Studies of classifications and occupational groups are regularly conducted in order to ensure that job descriptions are up-to-date and accurately reflect the work performed by incumbents within those jobs and positions, and to also ensure that the city pays competitive market rates of pay for similar types and levels of work being performed within the marketplace.

Pay Rationale:

Job descriptions were developed from information gathered directly from employees by two methods: 1) a job analysis questionnaire completed by all employees, and 2) individual employee interviews. The position information was written into job findings which were approved by management within both Public Works and Community Planning and Development. The job findings were then used to develop job descriptions within two class concepts, one being the permit review series and the second being the plans review series.

Once the class concepts and job descriptions were approved by management within Public Works and Community Planning and Development, that information was used to create a custom pay survey and make comparisons within the local market through Mountain States Employers Council (MSEC).

Market pay data was gathered from two survey sources: 1) a custom survey of over 50 cities and counties throughout the United States, where data was geographically adjusted to the Denver marketplace, and 2) the MSEC survey of local employers where the data was extracted to identify market averages among the six surrounding counties around Denver (Adams, Arapahoe, Boulder, Broomfield, Douglas, and Jefferson counties).

The above data sources were used to determine midpoint pay averages and determine the exemption status of similar types and levels of positions within the marketplace. The national custom pay survey data was compiled, analyzed, and used as clue data for a couple of reasons: 1) the custom survey data was reporting lower than the local market midpoint averages, and 2) it is unrealistic to produce a custom survey annually in order to collect data for these positions. Therefore, the local midpoint pay averages reported by MSEC were used to determine the appropriate pay grade for the new proposed classifications, which is as follows:

<u>Classifications</u>	<u>Pay Grade</u>	<u>Pay Ranges</u>
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Permit Review Series

Permit Review Technician I	E-618	\$21.34 - \$26.25 - \$31.16
Permit Review Technician II	E-620	\$23.33 - \$28.70 - \$34.06
Lead Permit Review Technician	E-621	\$24.39 - \$30.00 - \$35.61

Plans Review Series

Plans Review Specialist I	E-623	\$26.66 - \$32.79 - \$38.92
Plans Review Specialist II	E-625	\$29.14 - \$35.84 - \$42.54

The above recommendations take into account the established compensation practice of a two pay grade separation between classifications within a series and a one pay grade separation between the full performance level classification and a dedicated lead classification.

Employee Impact:

Employees will move pay-to-pay within the new classifications; however, there may be approximately four (4) incumbents over range in the new pay ranges, one of which was previously over range in the pay grades being abolished. Public Works and Community Planning and Development leadership will be partnering with the Office of Human Resources to ensure the most appropriate placement of employees within either the permit review series or plans review series.

Budget Impact:

There is no budget impact with the implementation of this study.

Organizational Data:

Both the “permit review” and “plans review” series’ will report up to a Plans Review Supervisor, or other technical level professional positions such as a Development and Planning Supervisor. Also, these new classifications will create a clear and more aligned career path for employees.

Effective Date Rule:

CS Rule 7-37 Section (A) – “If it is determined, because of an audit or a 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. 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.”

Classification and Pay Grade Recommendations:

New Class Specification

<u>Job Code</u>	<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
CE3045	Permit Review Technician I	E-618
CE3046	Permit Review Technician II	E-620
CE3047	Lead Permit Review Technician	E-621
CE3048	Plans Review Specialist I	E-623
CE3049	Plans Review Specialist II	E-625

Technical Classification Specifications

<u>Classifications</u>	<u>Supervisory Level</u>	<u>EEO Code</u>	<u>Medical Group</u>	<u>FLSA</u>
Permit Review Technician I	10-None/Incidental	3-Technicians	S-Sedentary	Non-Exempt
Permit Review Technician II	10-None/Incidental	3-Technicians	S-Sedentary	Non-Exempt
Lead Permit Review Technician	08-Leadwork	3-Technicians	S-Sedentary	Non-Exempt
Plans Review Specialist I	10-None/Incidental	3-Technicians	S-Sedentary	Non-Exempt
Plans Review Specialist II	09-Supv By Position	3-Technicians	S-Sedentary	Non-Exempt

Classifications to be Abolished:

<u>Job Code</u>	<u>Proposed Title</u>	<u>Pay Grade</u>
CE0425	Plans Review Technician	E-620

CE1651
CE1429 and BE2319

Associate Plans Review Technician
Senior Plans Review Technician

E-622
E-625