

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: **May 19, 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 #1521 – Stockroom Manager Pay Grade Change**

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 de Gioia-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 Stockroom Manager from 808-J to 810-J.

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. 1521

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: April 29, 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 Stockroom Manager from 808-J to 810-J.

This pay analysis study was initiated after conducting an audit of an incumbent classified as a Stockroom Manager, where it was determined that there was an inappropriate pay relationship between the Stockroom Manager and the Stockroom Supervisor classifications, which is inconsistent with current classification practices within the City. Classification practices typically place supervisors two to three pay grades over direct reports; currently, there is only one pay grade of separation between the Stockroom Manager and the Stockroom Supervisor classifications.

The recommendation, based on classification practices, market data, and internal equity, is to reallocate the Stockroom Manager's pay grade from 808-J to 810-J to align with the market data and internal equity with the Operations Supervisor, a comparable classification.

Pay Grade Change

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CJ2603	Stockroom Manager	808-J (\$48,040 - \$76,864)	810-J (\$54,898 - \$87,837)

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 May 19, 2016 at 9:00 a.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 Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Friday, May 13, 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 noon on **Tuesday May 17 2016**.

April 20, 2016

**OFFICE OF HUMAN RESOURCE
CHANGES IN THE CLASSIFICATION AND PAY PLAN (Stockroom Manager Study)**

Pay Grade Change

<u>Job Code:</u>	<u>Current Title:</u>	<u>Current Grade:</u>	<u>Proposed Pay Grade:</u>
CJ2603 \$87,837)	Stockroom Manager	808-J (\$48,040 - \$76,864)	810-J (\$54,898 -

Supervisory Level:
7 – Second Level Supervisor (Supervisor over Supervisor)

EEO Code:
6 – Office/Clerical

Medical Group:
S – Sedentary

FLSA:
Exempt

Synopsis:
This pay analysis study was initiated after conducting an audit of an incumbent classified as a Stockroom Manager, where it was determined that there was an inappropriate pay relationship between the Stockroom Manager and the Stockroom Supervisor classifications, which is inconsistent with current classification practices within the City. Classification practices typically place supervisors two to three pay grades over direct reports; currently, there is only one pay grade of separation between the Stockroom Manager and the Stockroom Supervisor classifications.

The recommendation, based on classification practices, market data, and internal equity, is to reallocate the Stockroom Manager's pay grade from 808-J to 810-J to align with the market data and internal equity with the Operations Supervisor, a comparable classification.

Pay Rationale:
Factors considered: 1) A market match with Mercer (national data source) places the Stockroom Manager at the 810-J pay grade with a positive percentage of difference over the market at 0.89%; 2) This recommendation is in alignment with the Operations Supervisor (810-J), which is also a second level supervisor within the Maintenance & Operations occupational category, both of which require high school diplomas and three years of experience; and 3) This recommendation is consistent with classification practices with regard to a two to three pay grade separation between supervisors and direct reports.

Employee Impact:
Two employees will move from the current pay grade to the recommended pay grade.

Budget Impact:
None – Currently, there are two employees in this classification and the salaries for these employees is within the new salary range.

Organizational Data:
These positions manage warehouse and stockrooms at multiple locations within Public Works and Denver International Airport and Stockroom Supervisors report directly to the Stockroom Managers.

Effective Date Rule:
OHR Section 7-37 (A) – If it is determined, as a result 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.