

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: **September 8, 2014**

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 #1416

3. Requesting Agency: Office of Human Resources

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

- **Name:** Seth Duhon-Thornton
- **Phone:** 720-913-5664
- **Email:** seth.duhon-thornton@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 changing the pay grade for Emergency Management Coordinator from 808-A to 809-A. Additionally, it amends the Classification and Pay Plan by changing Deputy Director of Emergency Preparedness to Deputy Director of Emergency Management and changing the pay grade from 809-A to 811-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:

None

POSTING IS REQUIRED

Classification Notice No. 1416

To: Agency Heads and Employees
From: Natalie Landau, Deputy Director
Date: August 21, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade for Emergency Management Coordinator from 808-A to 809-A. Additionally, it amends the Classification and Pay Plan by changing Deputy Director of Emergency Preparedness to Deputy Director of Emergency Management and changing the pay grade from 809-A to 811-A.

The management of the Denver Office of Emergency Management requested a review of the pay grade for the Emergency Management Coordinator and Deputy Director of Emergency Preparedness. It is proposed to change the pay grade for the Emergency Management Coordinator from 808-A to 809-A and to change the title of the Deputy Director of Emergency Preparedness to Deputy Director of Emergency Management and to change the pay grade from 809-A to 811-A.

PAY GRADE CHANGE

<u>Classification Title:</u>	<u>Current Pay Grade:</u>	<u>Proposed Pay Grade:</u>
Emergency Management Coordinator	808-A (\$50,369 – 80,590)	809-A (\$53,844 – 86,150)

PAY GRADE & TITLE CHANGE

<u>Current Classification Title:</u>	<u>Proposed Classification Title:</u>
Deputy Director of Emergency Preparedness	Deputy Director of Emergency Management
<u>Current Pay Grade:</u>	<u>Proposed Pay Grade:</u>
809-A (\$53,844 – 86,150)	811-A (\$61,531 – 98,450)

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 September 4, 2014 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 Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, September 3, 2014**. 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 September 2, 2014**.

PAY GRADE CHANGE

Job Code: Classification Title:
CA0849 Emergency Management Coordinator

Current Pay Grade: Proposed Pay Grade:
808-A (\$50,369 – 80,590) 809-A (\$53,844 – 86,150)

Supervisory Level: EEO Code: Medical Group: FLSA:
3 – None 2 – Professionals Sedentary Exempt

PAY GRADE & TITLE CHANGE

Job Code: Current Classification Title: Proposed Classification Title:
CA0772 Deputy Director of Emergency Deputy Director of Emergency
Preparedness Management

Current Pay Grade: Proposed Pay Grade:
809-A (\$53,844 – 86,150) 811-A (\$61,531 – 98,450)

Supervisory Level: EEO Code: Medical Group: FLSA:
7 – Second level supervisor 2 – Professionals Sedentary Exempt

Synopsis:

The management of the Denver Office of Emergency Management requested a review of the pay grade for the Emergency Management Coordinator and Deputy Director of Emergency Preparedness. It is proposed to change the pay grade for the Emergency Management Coordinator from 808-A to 809-A and to change the title of the Deputy Director of Emergency Preparedness to Deputy Director of Emergency Management and to change the pay grade from 809-A to 811-A. With recent disasters in the region, it has become more difficult to attract qualified candidates from local and national sources who are capable of providing resources such as infrastructure support and funding during all types of emergencies in both the short and long-term for the City and County of Denver. A recent example is the 2013 floods that require the ongoing coordination of multiple cities, counties, state, and federal resources.

Pay Rationale:

It is proposed to change the pay grade for the Emergency Management Coordinator from 808-A to 809-A. Market data was used from MSEC Public Employers Survey 2014 position of Emergency Services Coordinator. Data was collected specifically from the Front Range, including the Denver metro area, Colorado Springs, and northern Front Range including the Fort Collins area. Additional data for this position was collected from other local and national cities, counties, and state emergency management offices that have comparable emergency operations. The data was blended into a market average composite rate of \$69,199.64. This recommendation will provide a difference between the market average rates of \$69,199.64 to the range midpoint of 809-A (\$69,997) of 0.29%.

It is recommended to increase the pay grade of the Deputy Director of Emergency Management from 809-A to 811-A. This recommendation is based on internal equity to the Emergency Management Coordinator, 809-A. Although market data was collected, the sample is too small to be considered for an analysis. The pay grade recommendation for this classification is based on an internal relationship, proposed at 811-A. There is currently a one pay grade difference between the Deputy Director of Emergency Management and the Emergency Management Coordinator classes. By setting the pay range of the Deputy Director of Emergency Management two pay grades greater than the Emergency Management Coordinator class, it follows the established compensation practice to have a supervisory class two pay grades higher than the highest-level class that it supervises and maintains internal equity between the Deputy Director of Emergency Management and the Emergency Management Coordinator classes.

Employee Impact:

This will impact five Emergency Management Coordinator positions and two Deputy Director of Emergency Management positions, all are at the Office of Emergency Management except one of the Emergency Management Coordinator incumbents, who works for the Department of Environmental Health.

Budget Impact:

There is no budget impact; all employees will move pay-to-pay in the new ranges.

Organizational Data:

The Emergency Management Coordinators report to the Deputy Director of Emergency Management, who reports to the Director of Emergency Management in the Office of Emergency Management. For the one incumbent at the Department of Environmental Health, this employee reports to an Environmental Public Health Manager, who reports to a Director, who reports to the Manager of Environmental Health.

Effective Date Rule:

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. 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.