

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team at MileHighOrdinance@DenverGov.org by NOON on Wednesday.

**All fields must be completed.*
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: September 17, 2010

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 #1329.

Career Service Authority respectfully requests that this go to Government Affairs and Finance Committee on October 6, 2010.

3. Requesting Agency: Career Service Authority

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

- Name: Alena Martinez
- Phone: 720-913-5726
- Email: alena.martinez@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: Bruce Backer/Roberta Monaco
- Phone: 720-913-5643/720-913-5629
- Email: bruce.backer@denvergov.org/roberta.monaco@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

1. **Classification Notice #1329 – Simplified Pay Tables:** In 2009, the City and County of Denver conducted a study to evaluate the City's total compensation package. The focus of the study was to ensure that the city's total compensation package was fair, competitive with the market, and sustainable. As a result of the study, five areas of improvement and modernizations were identified. Simplified Pay Ranges is one of the identified modernizations. A Simplified Pay Range is a pay range without fixed steps. The purpose of implementing Simplified Pay Ranges is to provide the city with the ability to adjust ranges based on market and to eliminate force fitting of adjustments to 2.25% increments. Simplified Pay Ranges will also provide flexibility with merit (performance) increases, again, by eliminating the constraint of allocating merit in 2.25% increments. The proposed changes to the pay tables will remove the steps. The pay tables will include a range minimum and a range maximum and will remain equal to the current range minimum and range maximum. The range will be further divided into quartiles with markers at each quartile minimum. There will be no impact to the employee's current rate of pay. There is no budget impact.

Please include the following:

- a. Duration:
- b. Location:
- c. Affected Council District:
- d. Benefits:
- e. Costs:

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Ordinance Request Number: _____

Date: _____

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

None known

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Ordinance Request Number: _____

Date: _____

POSTING IS REQUIRED

Classification Notice No. 1329

To: Agency Heads and Employees
From: Jeff Dolan, Personnel Director
Date: September 2, 2010
Subject: Proposed Change to the Classification and Pay Plan

The proposed changes amend the Classification and Pay Plan. In 2009, the City and County of Denver conducted a study to evaluate the City's total compensation package. The focus of the study was to ensure that the city's total compensation package was fair, competitive with the market, and sustainable. As a result of the study, five areas of improvement and modernizations were identified.

Simplified Pay Ranges is one of the identified modernizations. A Simplified Pay Range is a pay range without fixed steps. The purpose of implementing Simplified Pay Ranges is to provide the city with the ability to adjust ranges based on market and to eliminate force fitting of adjustments to 2.25% increments. Simplified Pay Ranges will also provide flexibility with merit (performance) increases, again, by eliminating the constraint of allocating merit in 2.25% increments.

The proposed changes to the pay tables will remove the steps. The pay tables will include a range minimum and a range maximum and will remain equal to the current range minimum and range maximum. The range will be further divided into quartiles with markers at each quartile minimum. There will be no impact to the employee's current rate of pay.

The proposed changes shall be posted on the appropriate bulletin boards, on the CSA Website at <http://www.denvergov.org/PublicNoticesandAnnouncements/ClassificationNotices/tabid/433577/Default.aspx>, and distributed electronically by CCD E-mail.

Public Notice of Changes:

There will be a public hearing held by the Career Service Board for comments on the recommendations on **Thursday, September 16, 2010, at 9:00 a.m.** in the Webb Municipal Building, 201 W. Colfax Ave., Room 4.F.2

Anyone wishing to be heard by the Board should call **720-913-5168** no later than noon the day before the hearing to schedule a presentation.

PAY TABLE CHANGE

Synopsis: In 2009, the City and County of Denver conducted a study to evaluate the City's total compensation package. The focus of the study was to ensure that the city's total compensation package was fair, competitive with the market, and sustainable. As a result of the study, five areas of improvement and modernizations were identified.

Simplified Pay Ranges is one of the identified modernizations. A Simplified Pay Range is a pay range without fixed steps. The purpose of implementing Simplified Pay Ranges is to provide the city with the ability to adjust ranges based on market and to eliminate force fitting of adjustments to 2.25% increments. Simplified Pay Ranges will also provide flexibility with merit (performance) increases, again, by eliminating the constraint of allocating merit in 2.25% increments.

The proposed changes to the pay tables will remove the steps. The pay tables will include a range minimum and a range maximum and will remain equal to the current range minimum and range maximum. The range will be further divided into quartiles with markers at each quartile minimum. There will be no impact to the employee's current rate of pay.

Employee Impact: None

Budget Impact: None

Proposed Effective Date: The proposed effective date is October 15, 2010. October 15, 2010 is the date that Technology Services is scheduled to go live in PeopleSoft with the new tables. If Technology Services is not able to implement until after October 15th it is recommended that the effective date be the actual date of implementation.