

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: **October 18, 2012**

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 #'s 1366, 1367, 1368 & 1369.**

Career Service Authority respectfully requests that this go on Consent the week of October 29 through November 2, 2012. If not approved for Consent, we request this go to General Government Committee on November 7, 2012.

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
- Phone: 720-913-5643/720-913-5663
- Email: bruce.backer@denvergov.org

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

1. **Classification Notice #1366 – Occupational Group Consolidation** is changing a multiple number of pay grades as a result of an external audit of our Pay Survey conducted in 2011. **Please see the attached document “Information on Impacted Classifications” for a list of the Job Codes, Classification Titles, Current Pay Grades, Proposed Pay Grades, and Supervisory Levels for all classifications that are changing pay grades in this classification notice.**

CSA Compensation has been working on an initiative to consolidate and eliminate three occupational groups within the City's Classification and Pay Plan. The recommendation to consolidate and eliminate occupational groups derived from an external audit of our Pay Survey conducted in 2011.

The occupational groups that are being consolidated are: (D) Doctors, (H) Health Technical & Related Support, and (T) Trades. Classifications in these occupational groups will be moved into an existing occupational group within the City's Classification and Pay Plan. As part of the consolidation, the pay tables for (D) Doctors, (H) Health Technical & Related Support, and (T) Trades will be abolished.

Classifications in the Health Technical & Related Support and Health Professional occupational groups used by the Department of Human Services (DHS) will be moved into the Professional occupational group. Placing DHS classifications into one occupational group will provide opportunities to better align these classifications based on internal relationships.

Classifications in the Doctors and Health Technical & Related Support occupational groups will be combined into (O) Health Professional. This aligns all healthcare classifications used for Career Service employees at Denver

Health into the same occupational group. To accommodate the variety of classifications to be housed in Health Professional, the non-exempt and exempt pay tables were adjusted. Lower pay ranges were removed and higher pay ranges were added to both non-exempt and exempt pay tables. All pay ranges were renumbered with new pay grades. It is also recommended to change the title of the Health Professional occupational group to Healthcare.

Classifications in the Trades occupational group will be combined into (J) Labor. To better describe the work performed by these classifications, it is recommended to change the title to Maintenance & Operations. In order to finalize and build support for pay grade recommendations for the trades classifications, CSA Compensation held meetings with labor and trades managers to address issues with internal relationships caused by combining the two groups.

The benefits of consolidating and eliminating occupational groups are listed below:

- Consolidation of occupational groups will allow CSA Compensation to better maintain internal equity among classifications typically used within a department/agency.
- The City's Classification and Pay Plan will be better aligned with compensation best practices.
- The annual Pay Survey process will be simplified and streamlined.
- The number of benchmark classifications will increase in the remaining occupational groups, thus strengthening the pay relationship between the City's classifications and the market.

There is a monthly budget impact of \$11,542.98, which covers 101 employees across the city that will be moved to the new range minimum. The budget impact by agency is as follows:

- Aviation - \$1,779.29 (16 employees)
- Environmental Health - \$1,717.80 (4 employees)
- Human Services - \$6,107.03 (63 employees)
- General Services - \$32.04 (1 employee)
- Parks & Recreation - \$925.24 (9 employees)
- Public Works - \$253.16 (3 employees)
- Safety - \$161.42 (5 employees)

- Classification Notice 1367- Building Engineer (620-J) and Lead Building Engineer (621-J)** are new classes. These classes were created as a result of a city-wide study of the Master Trades Worker classification. The study revealed the need for a new class that focused on overall maintenance and preventative maintenance of City facilities, including the utilization of building automation systems to monitor and control building systems. It was found that the industry has begun utilizing building "generalists" to handle issues that do not require construction or one specific trade expertise such as plumbing, HVAC or electrical. Newer city facilities such as the Webb Building and the Justice Center are more in need of upkeep and preventative maintenance rather than large-scale repair or additional construction. Attracting applicants with this type of background has been difficult, as departments have been using either the HVAC Mechanic or Master Trades Worker class to recruit, and neither class accurately describes this position. It was decided that a specific class should be written that would accurately describe the position when recruiting and would also accurately compensate this specific skill set. There is no immediate budget impact.
- Classification Notice 1368 – DIA Stationary Engineer (621-J)** is a new class. This class was created as a result of a city-wide study of the Master Trades Worker classification. The study revealed a need at DIA's Central Utility Plant for a specific Stationary Engineer classification. Employees working at the plant had historically been classified as either HVAC Mechanics or Master Trades Workers, and neither class accurately described nor compensated these positions. It was decided that since the work performed by these employees was best described as a Stationary Engineer, a specific class should be written that would accurately describe the position when recruiting and would also more accurately compensate them. There is no immediate budget impact.
- Classification Notice 1369 – Personal Property Analyst I (612-V) and Personal Property Analyst III (616-V)** are new classes. **Personal Property Analyst II (614-V)** is a title change from Personal Property Analyst. The Assessment Division within the Department of Finance requested that CSA create a progressive series for its Business Personal Property unit. As progressive classification series as defined by Career Service Rule 7-34F "consists of entry, developmental and full performance level classifications where the levels of the duties are different, but the types of duties and nature of the work are the same." A progressive class series also delegates authority for reallocation to the appointing authority. Currently, a single classification, Personal Property Analyst, exists. The creation of the Personal Property Analyst progressive series allows the Assessment Division to meet changing business needs. The class series provides an entry level classification that will assist with attracting and develop talent in the future. The class series also provides a full performance classification that is responsible for

conducting complex business personal property valuations, working on special projects, and representing the City in personal property valuation appeals. The current Personal Property Analyst was revised and updated to reflect a standard (or developmental) level performance classification. It is recommended to change the title to Personal Property Analyst II to reflect the placement of the classification in the new progressive series. There is no immediate budget impact.

Please include the following:

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

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

None known

POSTING IS REQUIRED

Classification Notice No. 1366

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: October 3, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing a multiple number of pay grades as a result of an external audit of our Pay Survey conducted in 2011.

Please see the attached document “*Information on Impacted Classifications*” for a list of the Job Codes, Classification Titles, Current Pay Grades, Proposed Pay Grades, and Supervisory Levels for all classifications that are changing pay grades in this classification notice.

CSA Compensation has been working on an initiative to consolidate and eliminate three occupational groups within the City's Classification and Pay Plan. The recommendation to consolidate and eliminate occupational groups derived from an external audit of our Pay Survey conducted in 2011.

The occupational groups that are being consolidated are: (D) Doctors, (H) Health Technical & Related Support, and (T) Trades. Classifications in these occupational groups will be moved into an existing occupational group within the City's Classification and Pay Plan. As part of the consolidation, the pay tables for (D) Doctors, (H) Health Technical & Related Support, and (T) Trades will be abolished.

Classifications in the Health Technical & Related Support and Health Professional occupational groups used by the Department of Human Services (DHS) will be moved into the Professional occupational group. Placing DHS classifications into one occupational group will provide opportunities to better align these classifications based on internal relationships.

Classifications in the Doctors and Health Technical & Related Support occupational groups will be combined into (O) Health Professional. This aligns all healthcare classifications used for Career Service employees at Denver Health into the same occupational group. To accommodate the variety of classifications to be housed in Health Professional, the non-exempt and exempt pay tables were adjusted. Lower pay ranges were removed and higher pay ranges were added to both non-exempt and exempt pay tables. All pay ranges were renumbered with new pay grades. It is also recommended to change the title of the Health Professional occupational group to Healthcare.

Classifications in the Trades occupational group will be combined into (J) Labor. To better describe the work performed by these classifications, it is recommended to change the title to Maintenance & Operations. In order to finalize and build support for pay grade recommendations for the trades classifications, CSA Compensation held meetings with labor and trades managers to address issues with internal relationships caused by combining the two groups.

The benefits of consolidating and eliminating occupational groups are listed below:

- Consolidation of occupational groups will allow CSA Compensation to better maintain internal equity among classifications typically used within a department/agency.
- The City's Classification and Pay Plan will be better aligned with compensation best practices.
- The annual Pay Survey process will be simplified and streamlined.
- The number of benchmark classifications will increase in the remaining occupational groups, thus strengthening the pay relationship between the City's classifications and the market.

The recommended effective date of this classification notice is **October 21, 2012**.

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 October 18, 2012** **9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday, October 17, 2012**. 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, October 16, 2012**.

**OCCUPATIONAL GROUP CONSOLIDATION:
OCCUPATIONAL GROUP ABOLISHMENT, OCCUPATIONAL GROUP STRUCTURE CHANGE, OCCUPATIONAL
GROUP TITLE CHANGE, & PAY GRADE CHANGE**

OCCUPATIONAL GROUP ABOLISHMENT:

Please see the attached document “*Occupational Group Abolishment*” to view the pay tables to be abolished for the following occupational groups: (D) Doctors, (H) Health Technical & Related Support, and (T) Trades.

OCCUPATIONAL GROUP STRUCTURE CHANGE:

Please see the attached document “*Occupational Group Change*” to view the current and proposed structure for (O) Health Professional.

OCCUPATIONAL GROUP TITLE CHANGE:***Current Occupational Group Title***

O - Health Professional

J – Labor

Proposed Occupational Group Title

O - Healthcare

J – Maintenance & Operations

PAY GRADE CHANGE:

Please see the attached document “*Information on Impacted Classifications*” for a list of the **Job Codes, Classification Titles, Current Pay Grades, Proposed Pay Grades, and Supervisory Levels** for all classifications that are changing pay grades in this classification notice.

SYNOPSIS:

CSA Compensation has been working on an initiative to consolidate and eliminate three occupational groups within the City's Classification and Pay Plan. The recommendation to consolidate and eliminate occupational groups derived from an external audit of our Pay Survey conducted in 2011.

The occupational groups that are being consolidated are: (D) Doctors, (H) Health Technical & Related Support, and (T) Trades. Classifications in these occupational groups will be moved into an existing occupational group within the City's Classification and Pay Plan. As part of the consolidation, the pay tables for (D) Doctors, (H) Health Technical & Related Support, and (T) Trades will be abolished.

Classifications in the Health Technical & Related Support and Health Professional occupational groups used by the Department of Human Services (DHS) will be moved into the Professional occupational group. Placing DHS classifications into one occupational group will provide opportunities to better align these classifications based on internal relationships.

Classifications in the Doctors and Health Technical & Related Support occupational groups will be combined into (O) Health Professional. This aligns all healthcare classifications used for Career Service employees at Denver Health into the same occupational group. To accommodate the variety of classifications to be housed in Health Professional, the non-exempt and exempt pay tables were adjusted. Lower pay ranges were removed and higher pay ranges were added to both non-exempt and exempt pay tables. All pay ranges were renumbered with new pay grades. It is also recommended to change the title of the Health Professional occupational group to Healthcare.

Classifications in the Trades occupational group will be combined into (J) Labor. To better describe the work performed by these classifications, it is recommended to change the title to Maintenance & Operations. In order to finalize and build support for pay grade recommendations for the trades classifications, CSA Compensation held meetings with labor and trades managers to address issues with internal relationships caused by combining the two groups.

The benefits of consolidating and eliminating occupational groups are listed below:

- Consolidation of occupational groups will allow CSA Compensation to better maintain internal equity among classifications typically used within a department/agency.
- The City's Classification and Pay Plan will be better aligned with compensation best practices.
- The annual Pay Survey process will be simplified and streamlined.
- The number of benchmark classifications will increase in the remaining occupational groups, thus strengthening the pay relationship between the City's classifications and the market.

PAY RATIONALE:

Pay grade recommendations for impacted classifications are based on one or more of the following: 1) a comparison of range minimums, 2) market data, and/or 3) internal relationships to other city classifications. In order to determine the appropriate occupational group for each classification, a comparison of current class specifications was conducted between the occupational group definitions and similar classifications.

Once the occupational group was determined, a comparison of the range minimums in the current pay table to range minimums in the new pay table occurred. Based on this comparison, all classifications were initially moved to a pay grade that most closely matched their current range minimum. Next, market data was used to validate pay grade recommendations for benchmark classifications. The sources for market data used in this analysis include: Mountain States Employers Council, Colorado Municipal League, and Mercer. When necessary, adjustments to the recommendations were made in order to align benchmark classifications to the market. Finally existing internal relationships between classifications in a series or job family were used to validate pay grade recommendations for non-benchmark classifications. Adjustments to the pay grade recommendations were made in order to maintain existing relationships and to create new internal relationships.

Please see the attached document "*Basis for Pay Grade Recommendations*" for a description of the pay grade recommendations for each of the impacted classifications.

EMPLOYEE IMPACT:

There is no employee impact; employees will move pay to pay. In the event that an employee's pay falls below the range minimum of the new pay grade/range, that employee's rate of pay will be moved to the range minimum.

BUDGET IMPACT:

There is a monthly budget impact of \$11,542.98, which covers 101 employees across the city that will be moved to the new range minimum. The budget impact by agency is as follows:

- Aviation - \$1,779.29 (16 employees)
- Environmental Health - \$1,717.80 (4 employees)
- Human Services - \$6,107.03 (63 employees)
- General Services - \$32.04 (1 employee)
- Parks & Recreation - \$925.24 (9 employees)
- Public Works - \$253.16 (3 employees)
- Safety - \$161.42 (5 employees)

ORGANIZATIONAL DATA:

The organizational structure will vary depending on the job family and how the classifications are used across the city.

PROPOSED EFFECTIVE DATE:

The recommended effective date of this classification notice is October 21, 2012.

POSTING IS REQUIRED

Classification Notice No. 1367

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: October 3, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Building Engineer (620-J) and Lead Building Engineer (621-J).

These classes were created as a result of a city-wide study of the Master Trades Worker classification. The study revealed the need for a new class that focused on overall maintenance and preventative maintenance of City facilities, including the utilization of building automation systems to monitor and control building systems. It was found that the industry has begun utilizing building "generalists" to handle issues that do not require construction or one specific trade expertise such as plumbing, HVAC or electrical. Newer city facilities such as the Webb Building and the Justice Center are more in need of upkeep and preventative maintenance rather than large-scale repair or additional construction. Attracting applicants with this type of background has been difficult, as departments have been using either the HVAC Mechanic or Master Trades Worker class to recruit, and neither class accurately describes this position. It was decided that a specific class should be written that would accurately describe the position when recruiting and would also accurately compensate this specific skill set.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CJ2732	Building Engineer	620-J (\$47,289 – 69,042)
CJ2733	Lead Building Engineer	621-J (\$49,441 - \$72,184)

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 re-allocations shall be the beginning of the first work week following approval by the Board."

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 October 18, 2012 9:00 a.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday, October 17, 2012**. 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) 913-5609 no later than noon on **Tuesday, October 16, 2012**.

CHANGES IN THE CLASSIFICATION AND PAY PLAN
October 23, 2012

NEW CLASSES

<u>Classification Title:</u>	<u>Pay Grade & Range</u>
Building Engineer	620-J (\$47,289 - \$69,042)
Lead Building Engineer	621-J (\$49,441 - \$72,184)

Supervisory Level:
Building Engineer 3-None/Incidental
Lead Building Engineer 2-Lead Worker

EEO Code:
7-Skilled Craft (both classes)

Medical Group:
Heavy Physical (both classes)

FLSA:
Non-Exempt (both classes)

Synopsis:
These classes were created as a result of a city-wide study of the Master Trades Worker classification. The study revealed the need for a new class that focused on overall maintenance and preventative maintenance of City facilities, including the utilization of building automation systems to monitor and control building systems. It was found that the industry has begun utilizing building "generalists" to handle issues that do not require construction or one specific trade expertise such as plumbing, HVAC or electrical. Newer city facilities such as the Webb Building and the Justice Center are more in need of upkeep and preventative maintenance rather than large-scale repair or additional construction. Attracting applicants with this type of background has been difficult, as departments have been using either the HVAC Mechanic or Master Trades Worker class to recruit, and neither class accurately describes this position. It was decided that a specific class should be written that would accurately describe the position when recruiting and would also accurately compensate this specific skill set.

Pay Rationale:
The proposed pay grade and range for the Building Engineer class is 620-J (\$47,289 - \$69,042), and was established using internal equity. Specifically, it is recommended based on a +1 relationship to the HVAC Mechanic class. This type of position is fairly new in the industry, therefore sufficient market data was not found to use when establishing pay. Setting the pay as +1 to HVAC Mechanic recognizes the generalist aspect and the use of automation for these positions. The proposed pay grade and range for the Lead Building Engineer class is 621-J (\$49,441 - \$72,184), and was established using the practice of setting pay for lead classes one pay grade higher than the class it performs lead duties over.

Employee Impact:
No immediate impact. Once the classes have been established, CSA will work with agencies and departments in identifying employees whose current duties are appropriately classified in one of the new classes, and will move the employees accordingly.

Budget Impact:
No immediate impact.

Organizational Data:
These classes are being created for city-wide use, and positions can be utilized at any of the city's facilities or satellite locations. Specific organization needs and structure will determine exact reporting relationships.

Proposed Effective Date:
Per Career Service Rule 7-37(A), the effective date will be the beginning of the first work week following approval by the Career Service Board and contingent upon approval by City Council.

POSTING IS REQUIRED

Classification Notice No. 1368

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: October 3, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding DIA Stationary Engineer (621-J).

This class was created as a result of a city-wide study of the Master Trades Worker classification. The study revealed a need at DIA's Central Utility Plant for a specific Stationary Engineer classification. Employees working at the plant had historically been classified as either HVAC Mechanics or Master Trades Workers, and neither class accurately described nor compensated these positions. It was decided that since the work performed by these employees was best described as a Stationary Engineer, a specific class should be written that would accurately describe the position when recruiting and would also more accurately compensate them.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CJ2734	DIA Stationary Engineer	621-J (\$49,441 - \$72,184)

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 re-allocations shall be the beginning of the first work week following approval by the Board."

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 October 18, 2012 9:00 a.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday, October 17, 2012**. 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) 913-5609 no later than noon on **Tuesday, October 16, 2012**.

CHANGES IN THE CLASSIFICATION AND PAY PLAN
October 23, 2012

NEW CLASS

Classification Title:
DIA Stationary Engineer

Pay Grade & Range
621-J (\$49,441 - \$72,184)

Supervisory Level:
3-None/Incidental

EEO Code:
7-Skilled Craft

Medical Group:
Heavy Physical

FLSA:
Non-Exempt

Synopsis:

This class was created as a result of a city-wide study of the Master Trades Worker classification. The study revealed a need at DIA's Central Utility Plant for a specific Stationary Engineer classification. Employees working at the plant had historically been classified as either HVAC Mechanics or Master Trades Workers, and neither class accurately described nor compensated these positions. It was decided that since the work performed by these employees was best described as a Stationary Engineer, a specific class should be written that would accurately describe the position when recruiting and would also more accurately compensate them.

Pay Rationale:

The proposed pay grade and range for the class is 621-J (\$49,441 - \$72,184), and was established using internal equity. This pay grade is recommended based on a -1 relationship to the Master Trades Worker class, and addresses difficulties DIA has had in attracting and retaining skilled workers for their plant operations. The plant is a 24/7 operation, and this along with paying below market has created the recruiting and retention challenges.

Employee Impact:

Three employees currently classified as HVAC Mechanic will move to the new class.

Budget Impact:

None. The three employees moving to the new class will all be within the range.

Organizational Data:

These classes will be created specifically for DIA, and will work in DIA's Central Utility Plant and satellite locations. Positions in this class will report to an HVAC Supervisor, who in turn reports to a Manager 1 over Plant Operations.

Proposed Effective Date:

Per Career Service Rule 7-37(A), the effective date will be the beginning of the first work week following approval by the Career Service Board and contingent upon approval by City Council.

POSTING IS REQUIRED

Classification Notice No. 1369

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: October 3, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Personal Property Analyst I (612-V) and Personal Property Analyst III (616-V). We are also changing the title of Personal Property Analyst to Personal Property Analyst II (614-V).

The Assessment Division within the Department of Finance requested that CSA create a progressive series for its Business Personal Property unit. As progressive classification series as defined by Career Service Rule 7-34F "consists of entry, developmental and full performance level classifications where the levels of the duties are different, but the types of duties and nature of the work are the same." A progressive class series also delegates authority for reallocation to the appointing authority.

Currently, a single classification, Personal Property Analyst, exists. The creation of the Personal Property Analyst progressive series allows the Assessment Division to meet changing business needs. The class series provides an entry level classification that will assist with attracting and develop talent in the future. The class series also provides a full performance classification that is responsible for conducting complex business personal property valuations, working on special projects, and representing the City in personal property valuation appeals.

The current Personal Property Analyst was revised and updated to reflect a standard (or developmental) level performance classification. It is recommended to change the title to Personal Property Analyst II to reflect the placement of the classification in the new progressive series.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CV2730	Personal Property Analyst I	612-V (\$34,500-\$50,370)
CV2731	Personal Property Analyst III	616-V (\$41,221-\$60,183)

TITLE CHANGE

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title:</u>	<u>Pay Grade & Range:</u>
CV1991	Personal Property Analyst	Personal Property Analyst II	614-V (\$37,711-\$55,058)

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 re-allocations shall be the beginning of the first work week following approval by the Board."

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 October 18, 2012** **9:00 a.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday, October 17, 2012**. Please include a contact name and phone number so that we may respond directly.

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NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CV2730	Personal Property Analyst I	612-V (\$34,500-\$50,370)
CV2731	Personal Property Analyst III	616-V (\$41,221-\$60,183)

	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Personal Property Analyst I	3-None/Incidental	5-Paraprofessional	S-Sedentary	Non-exempt
Personal Property Analyst III	3-None/Incidental	5-Paraprofessional	S-Sedentary	Non-exempt

TITLE CHANGE

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title:</u>	<u>Pay Grade:</u>
CV1991	Personal Property Analyst	Personal Property Analyst II	614-V (\$37,711-\$55,058)

Synopsis:

The Assessment Division within the Department of Finance requested that CSA create a progressive series for its Business Personal Property unit. As progressive classification series as defined by Career Service Rule 7-34F “consists of entry, developmental and full performance level classifications where the levels of the duties are different, but the types of duties and nature of the work are the same.” A progressive class series also delegates authority for reallocation to the appointing authority.

Currently, a single classification, Personal Property Analyst, exists. The creation of the Personal Property Analyst progressive series allows the Assessment Division to meet changing business needs. The class series provides an entry level classification that will assist with attracting and develop talent in the future. The class series also provides a full performance classification that is responsible for conducting complex business personal property valuations, working on special projects, and representing the City in personal property valuation appeals.

The current Personal Property Analyst was revised and updated to reflect a standard (or developmental) level performance classification. It is recommended to change the title to Personal Property Analyst II to reflect the placement of the classification in the new progressive series.

The General Statement of Duties for each classification in the Personal Property Analyst classification series appear below.

- **Personal Property Analyst I** - Performs entry level work assisting with and learning how to conduct business personal property valuation; provides routine information on assessment processes and applicable state and local personal property tax laws.
- **Personal Property Analyst II** - Performs standard level work conducting routine business personal property valuation by researching, analyzing, preparing, and processing personal property tax declarations for valuation and tax collection purposes; provides routine to complex information on assessment processes and applicable state and local personal property tax laws.
- **Personal Property Analyst III** - Performs full performance level work conducting routine to complex business personal property valuation by researching, analyzing, preparing, and processing personal property tax declarations for valuation and tax collection purposes; provides complex and/or specialized information on assessment processes and applicable state and local personal property tax laws; prepares for and represents the City in personal property valuation appeals; and maintains and updates data on state tax codes and tables.

Pay Rationale:

The current classification, Personal Property Analyst (or Personal Property Analyst II) is a benchmark classification. No pay grade change is required in order for the classification to maintain alignment with the local market; therefore, it is recommended to keep the classification at pay grade 614-V (\$37,711-\$55,058).

Next, the pay grade recommendation for the Personal Property Analyst I is based on an internal relationship to the Personal Property Analyst II. It is typical internal compensation practice to place classifications in a series two pay grades apart. As a result, it is recommended to place the Personal Property Analyst I at 612-V (\$34,500-\$50,370).

Finally, the pay grade recommendation for the Personal Property Analyst III is based on an internal relationship to the Personal Property Analyst II. Again, it is typical internal compensation practice to place classifications in a series two pay grades apart. As a result, it is recommended to place the Personal Property Analyst III at 616-V (\$41,221-\$60,183).

Employee Impact:

There is no employee impact. The agency will promote or reallocate employees into the Personal Property Analyst III as needed. As vacancies occur, the agency will downgrade positions and recruit for the Personal Property Analyst I.

Budget Impact:

There is no immediate budget impact.

Organizational Data:

The Personal Property Analyst series reports into an Administrator I,

Proposed Effective Date:

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 reallocations shall be the beginning of the first work week following approval by the Board.