

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: **February 25, 2013**

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 # 1377.**

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: Heather Britton
- Phone: 720-913-5699
- Email: heather.britton@denvergov.org

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

The Career Service Board approved the recommendation that amends the Classification and Pay Plan by adding Network Administrator I (622-I), Network Administrator II (812-I), Network Engineer (814-I), and Information Security Specialist (814-I). Also, changing the pay grade for Information Security Manager from 815-I to 816-I, IT Systems Architect from 815-I to 816-I, and IT Technical Writer from 807-I to 811-I.

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

8. Budget Impact:

None

POSTING IS REQUIRED

Classification Notice No. 1377

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: February 6, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Network Administrator I (622-I), Network Administrator II (812-I, Network Engineer (814-I), and Information Security Specialist (814-I). we are also changing the pay grade for Information Security Manager from 815-I to 816-I, IT Systems Architect from 815-I to 816-I, and IT Technical Writer from 807-I to 811-I.

The Office of Human Resources (OHR) conducted a pay analysis to evaluate pay for information technology classifications used within Technology Services and the Department of Aviation (DIA). The study was requested by Technology Services based on difficulties the agency, along with DIA, was having with attracting and retaining talent in key technology positions.

The analysis indicated that the City's pay grades for Network professionals were behind the market. To correct for this discrepancy, OHR is recommending the creation of a new Network Administrator/Engineer class series, to replace the use of the general systems administrator class series for Network professionals. [Note: the general systems administrator class series will still be used for other IT professionals in the City.]

Next, OHR is recommending the creation of a new classification, Information Security Specialist. This classification is responsible for enforcing information security practices and protocols; installing, configuring, and monitoring security systems and alerts; and participating in the analysis and evaluation of enterprise information security.

The Information Security Specialist will become a pivotal role in the City's efforts to ensure security of its information systems. To accomplish this task, the Information Security Specialist will work closely with the Information Security Manager, which is responsible for researching and recommending policies and procedures to protect all City information technology, assets and interests from intentional or unintentional modification, disclosure, destruction or tampering.

Finally, OHR is recommending pay grade changes for three other classifications, Information Security Manager, IT Systems Architect, and IT Technical Writer to maintain alignment with the external market.

**REVISED CLASS SPECIFICATION INCLUDING
TITLE & PAY GRADE CHANGE**

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range:</u>
CI2799	Network Administrator I	622-I (\$53,340-\$77,847)
CI2798	Network Administrator II	812-I (\$63,739-\$101,711)
CI2797	Network Engineer	814-I (\$72,829-\$116,231)
CI2796	Information Security Specialist	814-I (\$72,829-\$116,231)

	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Network Administrator I	3-None/Incidental	2-Professional	S-Sedentary	Non-exempt
Network Administrator II	3-None/Incidental	2-Professional	S-Sedentary	Exempt
Network Engineer	3-None/Incidental	2-Professional	S-Sedentary	Exempt
Information Security Specialist	3-None/Incidental	2-Professional	S-Sedentary	Exempt

PAY GRADE CHANGE

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Current Pay Grade & Range:</u>	<u>Proposed Pay Grade & Range:</u>
CI1870	Information Security Manager	815-I (\$77,847-\$124,266)	816-I (\$83,228-\$132,847)
CI2214	Information Technology Systems Architect	815-I (\$77,847-\$124,266)	816-I (\$83,228-\$132,847)
CI1667	Information Technology Technical Writer	807-I (\$45,620-\$72,829)	811-I (\$59,618-\$95,130)

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.

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Network Administrator II	3-None/Incidental	2-Professional	S-Sedentary	Exempt
Network Engineer	3-None/Incidental	2-Professional	S-Sedentary	Exempt
Information Security Specialist	3-None/Incidental	2-Professional	S-Sedentary	Exempt

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CI1667	Information Technology Technical Writer	807-I (\$45,620-\$72,829)	811-I (\$59,618-\$95,130)

Synopsis:

The Office of Human Resources (OHR) conducted a pay analysis to evaluate pay for information technology classifications used within Technology Services and the Department of Aviation (DIA). The study was requested by Technology Services based on difficulties the agency, along with DIA, was having with attracting and retaining talent in key technology positions.

The analysis indicated that the City's pay grades for Network professionals were behind the market. To correct for this discrepancy, OHR is recommending the creation of a new Network Administrator/Engineer class series, to replace the use of the general systems administrator class series for Network professionals. [Note: the general systems administrator class series will still be used for other IT professionals in the City.]

The General Statement of Duties for each classification in the Network Administrator/Engineer class series appear below.

- **Network Engineer** - Performs full performance professional information technology work planning and coordinating the installation and configuration of wired and wireless network system hardware and software; maintaining and repairing complex problems with system hardware and software; and modifying operating system hardware and software to increase performance and meet technical design requirements.
- **Network Administrator II** - Performs standard level professional information technology work installing and configuring wired and wireless network system hardware and software; maintains and repairs routine to complex problems with system hardware and software.
- **Network Administrator I** - Performs entry level professional information technology (IT) work installing and configuring wired and wireless network system hardware and software; assists with the maintenance and repair of routine problems with system hardware and software.

Next, OHR is recommending the creation of a new classification, Information Security Specialist. This classification is responsible for enforcing information security practices and protocols; installing, configuring, and monitoring security systems and alerts; and participating in the analysis and evaluation of enterprise information security.

The Information Security Specialist will become a pivotal role in the City's efforts to ensure security of its information systems. To accomplish this task, the Information Security Specialist will work closely with the Information Security Manager, which is responsible for researching and recommending policies and procedures to protect all City information technology, assets and interests from intentional or unintentional modification, disclosure, destruction or tampering.

Finally, OHR is recommending pay grade changes for three other classifications, Information Security Manager, IT Systems Architect, and IT Technical Writer to maintain alignment with the external market.

Pay Rationale:

To determine the appropriate pay grade for the IT classifications included in the study, OHR based its recommendations on both internal relationships and external market comparisons. A summary of the pay rationale, by classification or class series appears below.

Network Administrator/Engineer Class Series:

Pay data from Mercer was used as the basis for the Network Engineer pay grade recommendation. The market average actual rate of pay is \$93,945. This pay rate corresponds to the midpoint of 814-I (\$72,829-\$116,231), which is \$94,530, creating a percent difference of 0.62%.

Next, the pay grade recommendations for the Network Administrator I and II was based on an internal relationship to the Network Engineer. It is typical internal compensation practice to maintain a two pay grade difference between classifications in a class series. As a result, it is recommended to place the Network Administrator II at pay grade 812-I (\$63,739-\$101,711) and place the Network Administrator I at pay grade 622-I (\$53,340-\$77,847).

The pay grade recommendations for the Network Administrator/Engineer series place each classification in the series one pay grade above its general systems administrator counterpart. This is a consistent practice when compared to the internal relationships between other IT classifications (e.g. IT Developers and ERP Developers, IT Systems Analysts and ERP Systems Analysts). The focus of this practice is to place classifications with specific technical skills and expertise one pay grade above their general classification counterparts.

Information Security Manager and Information Security Specialist:

The pay grade recommendation for the Information Security Manager was based on market collected from Mercer and Mountain States Employers Council. A blend of the average actual rates of pay from both sources was used in the analysis. The blended average actual rate of pay is \$111,201. This pay rate corresponds to the midpoint of pay grade 816-I (\$83,228-\$132,847), which is \$108,038, creating a percent difference of -2.84%.

Next, the pay grade recommendation for the Information Security Specialist was based on an internal relationship to the Information Security Manager. As stated above, it is typical internal compensation practice to place classifications in a class series two pay grades apart. As a result, it is recommended to place the Information Security Specialist at pay grade 814-I (\$72,829-\$116,231).

IT Systems Architect:

Pay data from MSEC was used as the basis for the IT Systems Architect pay grade recommendation. The market average actual rate of pay is \$112,150. This pay rate corresponds to the midpoint of 816-I (\$83,228-\$132,847), which is \$108,038, creating a percent difference of -3.67%.

Placing the IT Systems Architect at pay grade 816-I also creates an internal relationship between the IT Systems Architect and the Information Security Manager. Both classifications are specialist level information technology professionals responsible for developing, implementing, and evaluating systems or processes/procedures that impact enterprise wide technology. To add, both classifications require the same level of decision making, education and experience.

IT Technical Writer:

Pay data from MSEC was used as the basis for the IT Technical Writer pay grade recommendation. The market average actual rate of pay is \$78,623. This pay rate corresponds to the midpoint of 811-I (\$59,618-\$95,130), which is \$77,374, creating a percent difference of -1.59%.

Employee Impact:

Currently, employees performing Network Administrator/Engineer functions are classified as IT Systems Administrators (staff, associate, or senior). These employees will be reallocated into a comparable level of the new Network Administrator/Engineer series.

There is no employee impact with the creation of the Information Security Specialist. City departments (e.g. Technology Services and Department of Aviation) will utilize the new classification to recruit for talent.

There is no employee impact with the pay grade change for the Information Security Manager, IT Systems Architect, and IT Technical Writer. Current employees will move pay to pay.

Budget Impact:

There is no budget impact associated with this classification notice.

Organizational Data:

The Network Administrator/Engineer class series, the IT Systems Architect, and the IT Technical Writer report into an IT Supervisor, which reports into a Manager 2. The Information Security Specialist reports into either an IT Security Manager or a Manager 2.

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.