

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: **March 12, 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 # 1378.

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 proposed change amends the Classification and Pay Plan by amending the approved 2012 Pay Survey Recommendations and changing the pay grade for Paramedic Fleet Supervisor and Paramedic Operations Supervisor from 807-O to 809-O.

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: It is requested that these six incumbents receive the same benefits as others received in classes recommended for a Pay Grade bump in 2012. That means it is proposed to have incumbents receive a 9.31% increase to their pay. This is consistent with the current practice to increase any single incumbent's pay rate by 4.55% for each pay grade their classification is bumped as of the effective date of the Pay Survey pay grade bump recommendations. The incumbent in the Paramedic Fleet Supervisor classification will receive a \$7,500 increase annually, and the incumbents in the Paramedic Operations Supervisor classification would receive \$36,384 annually, for a total annual impact to Denver Health of \$43,884.

POSTING IS REQUIRED

Classification Notice No. 1378

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: February 22, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by amending the approved 2012 Pay Survey Recommendations and changing the pay grade for Paramedic Fleet Supervisor and Paramedic Operations Supervisor from 807-O to 809-O.

In April 2012, the Career Service Board approved the Pay Survey Recommendations. Included in those recommendations, was a pay grade bump for the Paramedic Field Supervisor. Since the approval, it has been made apparent that there were additional classifications that were omitted from the pay grade bumps and should have been included in the original recommendations. The additional classifications are also supervisory classifications used at Denver Health in the Paramedics Division: Paramedic Fleet Supervisor and Paramedic Operations Supervisor.

PAY GRADE CHANGE ONLY

<u>Current Job Code:</u>	<u>Classification Title:</u>
CO2704	Paramedic Fleet Supervisor
CO2705	Paramedic Operations Supervisor

<u>Current Pay Grade:</u>	<u>Proposed Pay Grade</u>
807-O \$50,442 - \$80,707	809-O \$57,643 - \$92,229

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 Office of Human Resources 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.

REVISED CLASS SPECIFICATION INCLUDING PAY GRADE CHANGE

Current Job Code:
CO2704
CO2705

Classification Title:
Paramedic Fleet Supervisor
Paramedic Operations Supervisor

Current Pay Grade:
807-O \$50,442 - \$80,707

Proposed Pay Grade
809-O \$57,643 - \$92,229

Current Supervisory Level:
6-First Level Supervisor
6-First Level Supervisor

Proposed Supervisory Level:
6-First Level Supervisor
7-Second Level Supervisor

EEO Code:
3-Technicians
2-Professionals

Medical Group:
H-Heavy Physical

FLSA:
Exempt

Synopsis:

In April 2012, the Career Service Board approved the Pay Survey Recommendations. Included in those recommendations, was a pay grade bump for the Paramedic Field Supervisor. Since the approval, it has been made apparent that there were additional classifications that were omitted from the pay grade bumps and should have been included in the original recommendations. The additional classifications are also supervisory classifications used at Denver Health in the Paramedics Division: Paramedic Fleet Supervisor and Paramedic Operations Supervisor.

The Paramedic Field Supervisor is a first level supervisor over Paramedics assisting the public in emergencies. The Paramedic Fleet Supervisor is responsible for the entire fleet, making sure the ambulances and other vehicles are equipped and ready for use by the Paramedics. The Paramedics Operations Supervisor is a second level supervisor, supervising the Paramedic Field Supervisor. The Paramedic Fleet Supervisor also fills in for the Paramedic Operations Supervisor in their absence.

The approved 2012 Pay Survey pay grade bump to the Paramedic Field Supervisor creates a few issues within the supervisory ranks. As of January 1, 2013, the pay grade for a first level supervisor is now at a higher pay grade than their immediate supervisor. This creates internal equity problems.

Upon further investigation, the compensation analyst discovered multiple reasons for this omission from the 2012 Pay Survey. The reasons include miscommunication and inaccurate documentation in the compensation files on the structure of the paramedic's supervisory structure. The materials available to Office of Human Resources (OHR) compensation did not show the relationship and the relationship was not apparent on the class specifications. In addition, there was no communication between the employees, the compensation unit, and Denver Health human resources until much later in the year. The impacted employees did not know about the posting made in March 2012, until fall 2012 during the course of other classification and compensation work. When they did find out, they promptly contacted OHR compensation, and explained the situation and the structure of the organization.

The compensation analyst met with the employees to reach a resolution. They all decided that amending the 2012 Pay Survey would be the best option. All of these classifications should have received a pay grade bump at the same time. This means that employees would receive a retroactive increase back to the effective date of the pay grade bumps.

Measures were taken to correct the documentation of the reporting structure, including updating the pay relationships documentation and the class specifications to indicate this relationship. At this time, there are no recommendations for the paramedics.

Pay Rationale:

Recommendations are based on internal equity. The classifications' original pay grade bump is based on using Denver Health's pay grades as market source, since they are market priced. In 2012, Denver Health data was used in the Pay Survey.

The Paramedic Field Supervisor is currently at pay grade 808-O. The next higher-level classification is Paramedic Operations Supervisor, which is at pay grade 807-O. This should be at pay relationship +1 to the Paramedic Field Supervisor, who they supervise, and was the pay relationship prior to the 2012 Pay Survey. It is recommended to increase the pay grade of the Paramedic Operations Supervisor to 809-O to maintain this internal relationship.

Additionally, the Paramedic Fleet Supervisor is currently at pay grade 807-O. This should be at pay relationship +0 to the Paramedic Operations Supervisor, which was the relationship prior to the 2012 Pay Survey. It is recommended to increase the pay grade of the Paramedic Fleet Supervisor to 809-O to maintain this internal relationship.

Employee Impact:

This will impact six employees. One employee is classified as Paramedic Fleet Supervisor, and five are classified as Paramedic Operations Supervisor

Budget Impact:

It is requested that these six incumbents receive the same benefits as others received in classes recommended for a Pay Grade bump in 2012. That means it is proposed to have incumbents receive a 9.31% increase to their pay. This is consistent with the current practice to increase any single incumbent's pay rate by 4.55% for each pay grade their classification is bumped as of the effective date of the Pay Survey pay grade bump recommendations. The incumbent in the Paramedic Fleet Supervisor classification will receive a \$7,500 increase annually, and the incumbents in the Paramedic Operations Supervisor classification would receive \$36,384 annually, for a total annual impact to Denver Health of \$43,884.

Organizational Data:

All impacted employees are at Denver Health, in the Paramedics division.

Effective Date Rule:

It is requested that these changes be retroactively amended to the Pay Survey approved on April 5, 2012 and all effective dates and pay impact benefits provided to all incumbents in impacted classes as provided in the 2012 Pay Survey. This includes the effective date, which is proposed to be effective date retroactively on 1/1/13.