

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: **July 02, 2021**

Please mark one: **Bill Request** or **Resolution Request**

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
 Dedication/Vacation **Appropriation/Supplemental** **DRMC Change**
 Other: Classification & Pay Plan Update

2. **Title:** Approves Classification Notices #1671, #1672, #1673, #1674, #1675, #1676, #1679, #1680, #1681

3. **Requesting Agency:** Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Greg Thress	Name: Greg Thress
Email: Gregory.Thress@denvergov.org	Email: Gregory.Thress@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

To: Denver City Council

From: Karen Niparko, Executive Director of the Office of Human Resources
Nicole De Gioia-Keane, Classification & Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: July 1, 2021

Subject: Changes to the Classification & Pay Plan **Not** Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of January 2021 through June 2021.

For this timeframe, there are 9 on 06/30/21 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1671 – Budget and Financial Analyst Staff
- Classification Notice 1672 – Internal Audit Manager and Director AO
- Classification Notice 1673 – Auditor Information Systems series
- Classification Notice 1674 – Data Analytics series
- Classification Notice 1675 – Various Abolishments
- Classification Notice 1676 – City Urban Designer
- Classification Notice 1679 – Deputy Director Emergency Management
- Classification Notice 1680 – Forensic Quality Assurance Accreditation Manager
- Classification Notice 1681 – EX-27 and EX-28 Pay Grade

The next submission will be in January 2022 for small-impact changes provisionally approved by the OHR Executive Director for the period of June 2021 through December 2021.

POSTING IS REQUIRED

Classification Notice No. 1671

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 02, 2021
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade, range, and FLSA status of the Budget Analyst Staff and Financial Analyst Staff.

The Office of Human Resources Classification and Compensation Division conducted a review of all classifications to evaluate whether they meet the overtime exemption requirements of the Fair Labor Standards Act (FLSA). The Classification and Compensation Division worked with the City Attorney’s Office to identify classifications where the duties and responsibilities necessitated a job title and/or exemption category change.

The City Attorney’s Office determined, based on an ongoing review of job specification duties and responsibilities, that the identified entry-level non-exempt “staff” classifications should be changed to FLSA exempt, in order to align with other exempt classifications within the classification series career ladder. These “staff” classifications, while of reduced scope and complexity as compared to the higher-level classifications within the same career ladder series, meet the FLSA’s criteria for the administrative exemption.

The two above mentioned classifications are a continuation of an initial review process and it is recommended that these classifications become exempt in alignment with classification notice No. 1666.

PAY GRADE AND RANGE CHANGES

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CV2051	Budget Analyst Staff	620-V (25.22 – 31.02 – 36.82) NE-14 (25.85 - 31.68 - 38.51)	807-V (49,077 – 63,800 – 78,523) EX-06 (48,633 – 64,438 – 80,244)*
CV1919	Financial Analyst Staff	620-V (25.22 – 31.02 – 36.82) NE-14 (25.85 - 31.68 - 38.51)	807-V (49,077 – 63,800 – 78,523) EX-06 (48,633 – 64,438 – 80,244)*

*Recommended pay grades and ranges from the Classification and Pay Plan Redesign project, which is approved to be effective April 11, 2021.

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 15, 2021**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1672

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

Date: April 02, 2021
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating two new job classifications of Internal Audit Manager AO and Internal Audit Director AO for the Auditor’s Office.

The Auditor’s Office submitted individual position audits to reallocate Internal Auditor Supervisors to the Financial Manager classification and requested current Financial Managers to be reallocated to Financial Director classification. At the conclusion of these position audits, it was determined that the Financial classifications were not ideal nor appropriate, as the Financial Manager and Financial Director job classifications were created for central finance functions and do not predominantly describe internal audit management duties. Additionally, the Internal Auditor Supervisor job classification was created back in 2007 and its job duties and level of responsibilities have changed over time. Classification and Compensation, in working with the Auditor’s Office, created these two classifications to meet the Auditor’s Office business needs. These classifications will be beneficial in retaining current employees, knowing that they are in the correct job classification and being compensated based on market data.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CV3305	Internal Auditor Manager AO	EX-14 (\$90,016 – \$119,271 – \$148,526)
CV3306	Internal Auditor Director AO	EX-16 (\$103,050 – \$139,118 – \$175,185)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 15, 2021**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1673

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 02, 2021
Subject: Proposed Changes to the Classification and Pay Plan

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

The proposed change amends the Classification and Pay Plan by creating new job classifications of Internal Auditor Information Systems Senior, Lead, and Supervisor for the Auditor’s Office.

The Auditor’s Office has acknowledged that they are having challenges with recruiting Information Systems Auditors and therefore have requested these proposed new job classifications. Currently, Information Systems Audit supervisory/managerial external candidates are seeking annual base salaries that are above the current Internal Auditor Supervisor pay range maximum. Market data also indicates that the current pay grades are not market competitive for current internal auditors performing Information Systems audits. The creation of these classifications will be beneficial in attracting new as well as retaining current employees, knowing that they are in the correct job classification and being compensated based on market data.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CV3296	Internal Auditor Information Systems Senior AO	EX-12 (\$77,174 – 102,256 – 127,337)
CV3297	Internal Auditor Information Systems Lead AO	EX-13 (\$83,348 – 110,436 – 137,524)
CV3298	Internal Auditor Information Systems Manager AO	EX-15 (\$97,217 – 128,813 – 160,408)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 15, 2021**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1674

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 02, 2021
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new job classifications of Data Analytics Associate, Senior, Lead and Supervisor requested by the Auditor’s Office Agency, but can be utilized citywide.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

The Auditor’s Office has requested the following proposed new job classification series. Currently, employees performing data analytics job duties are assigned to the Internal Auditor classifications. Over time, these employees’ duties have evolved from audits to focus purely upon data analytics and data analysis. The creation of these classifications will be beneficial in retaining the current employees, knowing they are in the correct job classification and being compensated based on market data. Additionally, other departments/agencies have expressed interest in and may benefit from these new classifications.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CA3307	Data Analytics Associate	EX-09 (\$61,263 - \$ 81,174 - \$101,084)
CA3299	Data Analytics Senior	EX-12 (\$77,174 - \$102,256 - \$127,337)
CA3300	Data Analytics Lead	EX-13 (\$83,348 - \$110,436 - \$137,524)
CA3301	Data Analytics Supervisor	EX-14 (\$90,016 - \$119,271 - \$148,526)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 15, 2021**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1675

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 16, 2021
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by abolishing various classifications from the city’s classification structure.

The below classifications are recommended for abolishment. These classifications are currently vacant and are no longer being used by city agencies due to lack of organizational structure or work that would support these classification concepts.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

The first section of classifications overlap with alternative classifications that are better suited for the duties and responsibilities of these positions such as the Operational Supervisor series, Marketing and Communications Series, Fiscal Administrator series, Buyer series, or the Senior Chief Deputy District Attorney.

The second section of classifications are located at the Denver Health Medical Center and these classifications are vacant and no longer viable for the remaining Career Service employees.

CLASSIFICATION ABOLISHMENT(S)

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>	
AC1547	Administrative Support Supervisor II	808-C	53,918 – 70,094 – 86,269
BC1548	Administrative Support Supervisor II	808-C	53,918 – 70,094 – 86,269
CC1513	Administrative Support Supervisor II	808-C	53,918 – 70,094 – 86,269
LC1553	Administrative Support Supervisor II	808-C	53,918 – 70,094 – 86,269
YC1550	Administrative Support Supervisor II	808-C	53,918 – 70,094 – 86,269
LA2503	Content Developer	809-A	58,433 – 75,963 – 93,493
LA2504	Content Developer Hourly	809-A	58,433 – 75,963 – 93,493
CV2292	Project Manager I (Fiscal)	812-V	68,512 – 89,066 – 109,619
CV2295	Project Manager II (Fiscal)	814-V	78,292 – 101,780 – 125,267
CA2752	Purchasing Manager	814-A	81,572 – 106,044 – 130,515
DL3304	Chief of Staff	824-L	158,766 – 206,396 – 254,026
CO3110	Mammography Technologist Lead	622-O	30.38 – 37.37 – 44.35
CO0585	Medical Technologist Unit Supervisor	809-O	61,771 – 80,303 – 98,834
CO0583	Medical Technologist Section Supervisor	810-O	66,033 – 85,843 – 105,653
CO2704	Paramedic Fleet Supervisor	812-O	75,460 – 98,098 – 120,736

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 29, 2021**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1676

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 16, 2021
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of City Urban Designer (CE3308).

Community Planning & Development along with the Mayor’s Office is requesting a new classification that will be responsible for focusing on policy and developing design guidelines that impact the city’s urban design. This role will provide strategic direction on all large, complex, and multi-disciplinary regional design and construction projects by collaborating with internal stakeholders as well as external stakeholders.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

NEW CLASSIFICATION

Job Code

CE3308

Proposed Class Title

City Urban Designer

Proposed Pay Grade & Range

EX-18 (\$120,198 - \$162,167 - \$204,336)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 29, 2021**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1679

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: June 11, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Deputy Director Emergency Management.

The Office of Human Resources Classification and Compensation Division has been working with the Office of Emergency Management to review the pay ranges for the following three classifications: OEM Director (Executive Manager), Deputy Director Emergency Management, and Emergency Management Specialist. A national custom compensation survey was sent, and market data was received from 23 difference cities and counties across the country. Based on the survey results, it is recommended to revise the Deputy Director Emergency Management pay grade from EX-10 to EX-14. No pay grade revisions are needed for the Executive Manager and Emergency Management Specialist classifications based on survey results.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

PAY GRADE AND RANGE CHANGE(S)

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Deputy Director Emergency Management	EX-10 (\$66,164 - \$87,668 - \$109,171)	EX-14 (\$103,050 - \$139,118 - \$175,185)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 24, 2021**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1680

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: June 18, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Forensic Quality Assurance Specialist (EX-11) to Forensic Quality Assurance Accreditation Manager (EX-12).

The Denver Crime Lab has requested that the Forensic Quality Assurance Specialist classification be updated to include supervision of two Administrative Support Assistants and one Statistical Researcher Associate. A new classification title is requested, Forensic Quality Assurance Accreditation Manager. The duties of this position are to manage and renew the ISO accreditation for the crime lab.

JOB TITLE CHANGES

<u>Current Classification Job Title</u>	<u>Proposed Classification Title</u>
Forensic Quality Assurance Specialist	Forensic Quality Assurance Accreditation Manager

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
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To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, July 1, 2021**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1681

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: June 18, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating pay grades EX-27 and EX-28.

These changes are part of routine maintenance of the classification and pay plan and will establish two additional exempt pay grades and ranges for future use. This will establish grades EX-27 and EX-28.

NEW SALARY RANGES

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
EX-27	\$240,276	\$282,324	\$324,372	\$366,420	\$408,469
EX-28	\$259,498	\$304,910	\$350,322	\$395,734	\$441,146

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0767

Date Entered: _____

changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, July 1, 2021**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

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