

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **July 19, 2018**

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 Notice #1569

**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: John Hoffman	Name: Nicole De Gioia-Keane
Email: john.hoffman@denvergov.org	Email: Nicole.degioia-keane@denvergov.org

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

The Department of Parks and Recreation requested the Office of Human Resources to analyze the market rate of pay for the Director of Recreation to ensure internal equity with other director level classifications within the department.

Based on an internal comparison of duties and responsibilities with the Director of Golf, it is recommended that the Director of Recreation’s pay grade be increased from the current pay grade of A-814 to the A-815 pay grade.

**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\*\***

*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR18 0822

Date Entered: \_\_\_\_\_

## Key Contract Terms

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

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?

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Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1569**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** July 5, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of the classification of Director of Recreation.**

The Department of Parks and Recreation requested the Office of Human Resources to analyze the market rate of pay for the Director of Recreation to ensure internal equity with other director level classifications within the department.

Based on an internal comparison of duties and responsibilities with the Director of Golf, it is recommended that the Director of Recreation's pay grade be increased from the current pay grade of A-814 to the A-815 pay grade.

**PAY GRADE CHANGE**

<b><u>Classification Title</u></b>	<b><u>Current Pay Grade</u></b>	<b><u>Proposed Pay Grade</u></b>
Director of Recreation	A-814 (\$81,572-\$106,044-\$130,515)	A-815 (\$87,200-\$113,360-\$139,520)

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

**Public Notice of Changes:**

The scheduled time for the public hearing is **Thursday, July 19, 2018 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, July 18, 2018**. 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 George Branchaud [george.branchaud@denvergov.org](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, July 17, 2018**.

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: BR18 0822

Date Entered: \_\_\_\_\_

**Public Hearing:** Director of Recreation  
**Analyst Name:** John Hoffman  
**Date:** May 18, 2018

**CLASSIFICATION PAY GRADE CHANGE**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade &amp; Range</u>
CA2753	Director of Recreation	A-814(\$81,572-\$106,044-\$130,515)

**Proposed Pay Grade & Range**  
A-815(\$87,200-\$113,360-\$139,520)

**Synopsis:**

The Department of Parks and Recreation requested the Office of Human Resources to analyze the market rate of pay for the Director of Recreation to ensure internal equity with other director level classifications within the department.

Based on an internal comparison of duties and responsibilities with the Director of Golf, it is recommended that the Director of Recreation’s pay grade be increased from the current pay grade of A-814 to the A-815 pay grade.

**Pay Rationale:**

Local and national data was gathered, which indicated that the Director of Recreation is appropriately compensated in comparison to the market. Market pay data was collected from two survey sources: 1) the Employers Council, which is a local survey source, and 2) a custom survey of over 50 cities and counties throughout the United States, whose data was geographically adjusted to Denver. Both survey sources indicated that the Director of Recreation is appropriately paid per market indicators; however, as a compensation practice, both market and internal pay factors are considered when making compensation recommendations.

The basis of this pay recommendation is internal equity between the Director of Recreation and the Director of Golf. The Director of Parks (a comparable classification) was considered, but the focus of the Director of Parks is operational, where most employees are semi-skilled and skilled trades workers who repair and maintain parks facilities and grounds; whereas the Director of Recreation and the Director of Golf both have similar business models in serving a retail customer base.

Both the Director of Recreation and the Director of Golf have similar duties and responsibilities regarding business and operational oversight of public facilities, span of control, and both positions report directly to deputy directors. The sole Director of Golf oversees seven (7) golf courses and associated golf programs, while three (3) Directors of Recreation divide responsibility for 26 recreation centers and associated recreational programs, which is approximately eight (8) recreation centers per incumbent.

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The primary distinguishing characteristic between the two business operations is the golf course operation has a single director, while the recreation centers are divided among three (3) directors; and, the golf course is an enterprise fund, whereas the recreation centers draw funding from the general fund.

An enterprise fund is considered more complex due to budget administration and the constraints of allocating funds and expenditures, which restrict business operations and makes it difficult to ensure profitability and sustainability. Enterprise funds present unique complexities and challenges in that they place limits on growth, employment, and resources due to available streams of revenue.

Therefore, it is recommended that the Director of Recreation be placed one pay grade below the Director of Golf for the following reasons: 1) the golf course operation is a enterprise fund, 2) the Director of Golf is a single point of focus; whereas there are multiple Directors of Recreation, and 3) the recreation centers derive their funding from the general fund, which lessens the degree of financial complexity in comparison to the golf course operation.

**Pay Grade Recommendation**

<b><u>Classification Title</u></b>	<b><u>Pay Grade</u></b>	<b><u>Pay Range</u></b>
Director of Recreation	A-815	\$85,336 - \$110,937 - \$136,538
Director of Golf	A-816	\$91,224 - \$118,591 - \$145,958

**Employee Impact:**

There are currently three employees in this classification that will move pay-to-pay within the new pay grade and salary range.

**Budget Impact:**

There is no budget impact with the implementation of this study.

**Organizational Structure:**

The Director of Recreation directly supervises second level recreation supervisors that oversee recreation facilities and programs; and, reports directly to a Deputy Manager of Parks and Recreation.

**Effective Date Rule:**

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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 Page issuance date: April 20, 2018 7-7 changes to the classification and 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.

**Workday Information**

Classification Title:	Director of Recreation
Manager Level:	4 Director
EEO Code & Job Category:	1 - Officials and Administrators
Medical Group	Sedentary

*To be completed by Mayor’s Legislative Team:*