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 17, 2016

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 #1514**

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

4. **Contact Person:** (*with actual knowledge of proposed ordinance)*
   - **Name:** Alena Duran
   - **Phone:** 720-913-5726
   - **Email:** alena.duran@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:** Nicole de Gioia-Keane/Alena Duran
   - **Phone:** 720-913-5643/720-913-5726
   - **Email:** Nicole de Gioia-Keane@denvergov.org/alena.duran@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 adding Police Video Operator (613-N) and Lead Police Video Operator (614-N). This study is the result of a request by the Denver Police Department. It is requested to create two new classifications, the Police Video Operator and Lead Police Video Operator. Incumbents are responsible to monitor live video and to store and access video recordings, and to store data recorded from police officer body cameras. These videos are often used as evidence during investigations and for court cases.

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

   None known

8. **Budget Impact:**

The cost to move seven incumbents from the Security Officer, 609-N, to the Police Video Operator, 613-N is $15,784.2, which is the cost to move them to the range minimum of the new pay grade.

POSTING IS REQUIRED

Classification Notice No. 1514

To: Agency Heads and Employees

From: Karen Niparko, Executive Director of Human Resources

Date: March 3, 2016

Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Police Video Operator (613-N) and Lead Police Video Operator (614-N).

This study is the result of a request by the Denver Police Department. It is requested to create two new classifications, the Police Video Operator and Lead Police Video Operator. Incumbents are responsible to monitor live video and to store and access video recordings, and to store data recorded from police officer body cameras. These videos are often used as evidence during investigations and for court cases.

NEW CLASSES

Job Code	Proposed Classification Title:	Proposed Pay Grade & Range
CN2946	Police Video Operator	613-N ($35,680 – 52,093)
CN2947	Lead Police Video Operator	614-N ($37,303 – 54,462)

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 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."

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 March 17 at 9:00 a.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, March 16, 2016.** 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday March 15, 2016.**

NEW CLASSES

Job Code:	Classification Title:
CN2946	Police Video Operator
CN2947	Lead Police Video Operator

Proposed Pay Grade
613-N ($35,680 – 52,093)
614-N ($37,303 – 54,462)

Supervisory Level:
3 – None-Incidental
2 – Leadworker

EEO Code:
3 – Technicians

Medical Group:
Sedentary

FLSA:
Non-Exempt

Synopsis:
This study is the result of a request by the Denver Police Department. It is requested to create two new classifications, the Police Video Operator and Lead Police Video Operator. Incumbents are responsible to monitor live video and to store and access video recordings, and to store data recorded from police officer body cameras. These videos are often used as evidence during investigations and for court cases.

Pay Rationale:

Market data was collected from a custom survey of national and local police departments. Of the 42 surveys sent out, 17 responses were received with five indicating a match. National data was adjusted to the Denver market using a cost-of-living factor for each response. Only civilian positions were used in the analysis; any organization's response of sworn was omitted in the analysis. Two central tendency measures were calculated for each position surveyed: simple average and median for the average pay rate, range minimum, range midpoint, and range maximum.

The Police Video Operator, the entry to the classification series, will be used to set the pay grades for the Lead Police Video Operator as well. It is recommended to set the pay for the Police Video Operator at pay grade 613-N. This is based on the custom survey data, which indicates that the midpoint of pay grade 613-N, $43,887, is 2.1% less than the weighted market average, $44,837 and 5.6% greater than the market median $41,572. This is an excellent match between the market data and pay grade 613-N.

Next, for the Lead Police Video Operator, we will use the compensation practice to pay provide a one pay grade difference for a lead worker classes in a series. It is recommended to pay this classification 614-N since this class will be assigned permanent leadwork over the Police Video Operators.

Employee Impact:
These are new classes. Seven current incumbents classified as Security Officer in this division will be reallocated to the Police Video Operator.

Budget Impact:
These are new classes. The cost to move seven incumbents from the Security Officer, 609-N, to the Police Video Operator, 613-N is $15,784.2, which is the cost to move them to the range minimum of the new pay grade.

Organizational Data:
These classes report to an Operational Supervisor I who reports to a Sergeant, who reports to the chain of command up to the Police Chief.

Effective Date Rule:
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 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 changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.