

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: **April 16, 2020**

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 #1633

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: Lori Schumann	Name: Lori Schumann
Email: Lori.Schumann@denvergov.org	Email: Lori.Schumann@denvergov.org

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

The proposed change amends the Classification and Pay Plan by changing the Environmental Public Health Investigator classifications pay grade and range as well as changing the FLSA status of the EPHI II & III. The Animal Control Investigator series will also be abolished.

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0369

Date Entered: _____

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?

POSTING IS REQUIRED

Classification Notice No. 1633

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0369

Date Entered: _____

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 03, 2020
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the Environmental Public Health Investigator classifications pay grade and range as well as changing the FLSA status of the EPHI II & III. The Animal Control Investigator series will also be abolished.

The Department of Labor's (DOL) Fair Labor Standards Act (FLSA) governs position classifications as exempt or non-exempt from minimum wage and overtime, and this law applies to all positions at the City and County of Denver. Positions that are exempt from overtime must meet very specific criteria, such as paying a minimum salary amount, paying on a salary basis, and passing a specific job duties test. Classification and Compensation and the City Attorney's Office (CAO) have reviewed the Environmental Public Health Investigator classifications with these criteria in mind and have determined a need to assign the Environmental Public Health Investigator II (EPHI II) and the Environmental Public Health Investigator III (EPHI III) from the FLSA status of exempt to non-exempt. We are requesting the effective date of June 7, 2020 for these classification changes, which is the beginning of the pay period.

Due to organizational changes within Denver Animal Protection (DAP), it is proposed to abolish the Animal Control Investigator classifications.

CLASSIFICATION PAY GRADE CHANGE(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CE2264	Env Public Health Investigator I	E-620 (\$23.59-\$34.44)	E-623 (\$26.95-\$39.35)
CE2265	Env Public Health Investigator II	E-811 (\$59,886-\$95,818)	E-626 (\$30.80-\$44.97)
CE2848	Env Public Health Investigator III	E-812 (\$64,018-\$102,429)	E-628 (\$33.67-\$49.16)

CLASSIFICATION ABOLISHMENT(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade & Range</u>
CN2803	Animal Control Investigator I	N-615 (\$19.32-\$28.21)
CN1809	Animal Control Investigator II	N-617 (\$21.12-\$30.84)
CN1808	Animal Control Investigator Supv	N-622 (\$26.38-\$38.51)

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 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. However, we are requesting the effective date of June 7, 2020 for these classification changes, which is the beginning of the pay period.

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, April 16, 2020 at 9:00 AM.** The public hearing starts at 9:00 AM and will be conducted through a provided conference call number and available digital link through public notice of the agenda, released no later than two days prior to the scheduled meeting.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 16, 2020.** Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

If anyone wishes to be heard by the Board on this item, please call George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, April 14, 2020**.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0369

Date Entered: _____

Revised 03/02/18