

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: **December 17, 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 #1666

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: John Hoffman
Email: John.Hoffman@denvergov.org	Email: John.Hoffman@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 creating new pay grades and ranges, creating the new classifications of Management Analyst Staff Hourly and Claims Adjuster Associate, and changing the titles and pay grades of various classifications.

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: BR20 1565

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. 1666

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: December 04, 2020
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new pay grades and ranges, creating the new classifications of Management Analyst Staff Hourly and Claims Adjuster Associate, and changing the titles and pay grades of various classifications.

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 the above classifications where the duties and responsibilities necessitated a job title and/or exemption category change.

The title changes were specific to replacing the use of "coordinator" in exempt classification titles with other titles, as "coordinator" may imply non-exempt duties and responsibilities. The title changes better align these classifications under the city's professional career track and preserve the exempt status based on the classification specification.

The City Attorney's Office determined, based on a 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.

Classification determinations were reviewed with affected city departments and agencies to ensure the job specification language is current, represents the duties and responsibilities of their employees, and that the employees are in fact performing said duties and responsibilities.

NEW PAY GRADES

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum	NEW
A-804	41,858	48,137	54,416	60,694	66,973	
A-805	44,746	51,458	58,170	64,882	71,594	
A-806	47,833	55,008	62,183	69,358	76,533	
I-807	49,839	57,315	64,791	72,266	79,742	
V-806	45,909	52,795	59,682	66,568	73,454	

CLASSIFICATION

<u>Job Code</u>	<u>New Class Title</u>	<u>Proposed Pay Grade and Range</u>
CA3292	Management Analyst Staff Hourly	805-A (44,746 – 58,170 – 71,594)
CA3285	Claims Adjuster Associate	807-A (51,133 – 66,473 – 81,813)

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Date Entered: _____

Revised 03/02/18

CLASSIFICATION TITLE CHANGES

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>
CA2153	Claims Adjuster I	Claims Adjuster Staff
CA1047	Claims Adjuster II	Claims Adjuster Senior
CA2544	Interpreter Coordinator	Court Interpreter Administrator
CA2842	Marketing and Communications Professional I	Marketing and Communications Staff
LA2847	Marketing and Communications Professional I	Marketing and Communications Staff
YA3042	Marketing and Communications Professional I	Marketing and Communications Staff
CA2841	Marketing and Communications Professional II	Marketing and Communications Associate
LA2846	Marketing and Communications Professional II	Marketing and Communications Associate
YA3196	Marketing and Communications Professional II	Marketing and Communications Associate
CA2843	Marketing and Communications Professional II Hourly	Marketing and Communications Associate Hourly
CA2379	Operations Coordinator	Business Operations Administrator
LA2627	Operations Coordinator	Business Operations Administrator
MA2959	Operations Coordinator	Business Operations Administrator
FA3095	Operations Coordinator	Business Operations Administrator
CA3104	Operations Coordinator Hourly	Business Operations Administrator Hourly
CA2831	Team Decision Making Coordinator	Team Decision Making Facilitator
CA2832	Team Decision Making Coordinator - Lead	Team Decision Making Facilitator - Lead
CA2459	Utilization Management Coordinator	Utilization Management Specialist
CA2460	Utilization Management Coordinator - Lead	Utilization Management Specialist – Lead
CA2988	Wellness Program Coordinator	Wellness Program Administrator

CLASSIFICATION PAY GRADE CHANGES

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CV2050	Accountant Staff	619-V (24.12 – 29.67 – 35.22)	806-V (45,909 – 59,682 – 73,455)
CA1004	Buyer Staff	616-A (22.01 – 27.07 – 32.13)	804-A (41,858 – 54,416 – 66,973)
LA1472	Buyer Staff	616-A (22.01 – 27.07 – 32.13)	804-A (41,858 – 54,416 – 66,973)
CA2153	Claims Adjuster Staff	617-A (23.01 – 28.30 – 33.59)	805-A (44,746 – 58,170 – 71,594)
CI1739	GIS Analyst	620-I (25.61 – 31.50 – 37.39)	807-I (49,839 – 64,791 – 79,742)
CV2238	Internal Auditor Staff	620-V (25.22 – 31.02 – 36.82)	807-V (49,077 – 63,800 – 78,523)
CI2865	IT Data Architect Staff	625-I (31.99 – 39.35 – 46.71)	811-I (65,085 – 84,611 – 104,136)
CI1447	IT Developer Staff	622-I (28.00 – 34.44 – 40.88)	808-I (53,278 – 69,262 – 85,245)
LI1574	IT Developer Staff	622-I (28.00 – 34.44 – 40.88)	808-I (53,278 – 69,262 – 85,245)
CI1717	IT Systems Analyst Staff	622-I (28.00 – 34.44 – 40.88)	808-I (53,278 – 69,262 – 85,245)
CA2251	Management Analyst Staff	617-A (23.01 – 28.30 – 33.59)	805-A (44,746 – 58,170 – 71,594)
CA2842	Marketing and Comm Staff	617-A (23.01 – 28.30 – 33.59)	805-A (44,746 – 58,170 – 71,594)
LA2847	Marketing and Comm Staff	617-A (23.01 – 28.30 – 33.59)	805-A (44,746 – 58,170 – 71,594)
YA3042	Marketing and Comm Staff	617-A (23.01 – 28.30 – 33.59)	805-A (44,746 – 58,170 – 71,594)
CV2234	Tax Auditor Staff	620-V (25.22 – 31.02 – 36.82)	807-V (49,077 – 63,800 – 78,523)

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 Notice of Changes

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 1565

Date Entered: _____

The scheduled time for the public hearing is **Thursday, December 17, 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, December 17, 2020.** 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 at (720) 913-5650 no later than noon on **Tuesday, December 15, 2020.**

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Date Entered: _____

Revised 03/02/18