

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MailHighOrdinance@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 #1665

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:

The proposed change amends the Classification and Pay Plan by changing the pay grades and ranges of the Internal Auditor 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**

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 1566

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. 1665

To: Agency Heads and Employees

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 1566

Date Entered: _____

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 changing the pay grades and ranges of the Internal Auditor classifications.

The Office of Human Resources Classification and Compensation Division has been working with the Auditor's Office on a review of Internal Auditor classification pay grades. The Auditor's Office conducts Performance, Information Technology, and Financial Audits across the City and County of Denver departments and agencies. The Auditor's Office believes that the level of work performed by the Internal Auditors in the Auditor's Office is more complex than the work performed by other Internal Auditors located in various other city agencies and there should be different pay grades between for these classifications. A custom national survey was sent to and compensation data was collected from eleven U.S. cities and counties which were provided by the Auditor's Office since these government organizations conduct Performance Audits. The AO also provide the names of eight national auditing firms that also conducts performance audits and compensation data was obtained. An analysis of this collected data revealed that the Internal Auditor's current pay grades do not need any adjustments. However, when the salary survey benchmark data that is purchased by OHR is incorporated, then the Internal Auditor Senior, Lead, and Supervisor pay grades are lagging the market.

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Internal Auditor Senior	V-811 (\$64,090 - \$83,317 - \$102,544)	V-812 (\$68,512 - \$89,066 - \$109,619)
Internal Auditor Lead	V-812 (\$68,512 - \$89,066 - \$109,619)	V-813 (\$73,239 - \$95,211 - \$117,182)
Internal Auditor Supervisor	V-814 (\$78,292 - \$101,780-\$125,267)	V-815 (\$83,694 - \$108,802 - \$133,910)
Tax Auditor Senior	V-811 (\$64,090 - \$83,317 - \$102,544)	V-812 (\$68,512 - \$89,066 - \$109,619)
Tax Auditor Lead	V-812 (\$68,512 - \$89,066 - \$109,619)	V-813 (\$73,239 - \$95,211 - \$117,182)
Tax Auditor Supervisor	V-814 (\$78,292 - \$101,780-\$125,267)	V-815 (\$83,694 - \$108,802 - \$133,910)

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

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.**

To be completed by Mayor's Legislative Team: