



Legislation Text

File #: 21-0233, Version: 1

OHR/CSA Request Template

Date Submitted: 2-26-21

Requesting Agency: Office of Human Resources
Division:

Subject Matter Expert Name:

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Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A bill for an ordinance amending the classification and pay plan for employees in the Career Service and for certain employees not in the Career Service.

Amends the Classification and Pay Plan by abolishing the City's twenty current pay tables, replacing the City's current pay tables with three proposed pay tables, and reassigning the city's current classifications to the proposed pay grades table and amends Sections 18 and 14 of the Denver Revised Municipal Code to reflect the streamlining and modernization of the pay tables and pay ranges, maintenance of the pay tables and market adjustment allocations, and certain associated terminology. The Committee approved filing this item at its meeting on 3-9-21.

Affected Council District(s) or citywide? Citywide

Executive Summary with Rationale and Impact:

Detailed description of the item and why we are doing it. This can be a separate attachment.

Classification Notice No. 1670

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources

Date: February 29, 2021

Subject: Revised Redesign of Classification and Pay Plan

The proposed change(s) amends the city's Classification and Pay Plan by:

- 1) Abolishing the city's twenty (20) current pay tables
- 2) Replacing the city's current pay tables with three (3) proposed pay tables
- 3) Reassigning the city's current classifications to the proposed pay grades table

In 2019, the City and County of Denver contracted Gallagher Benefit Services, Inc (Gallagher) to conduct a review and analysis of the city's current classification and compensation plan. Gallagher studied the city's structure of pay tables and ranges and provided recommendations based on market trends and best practices. These recommendations will improve employees' and management's understanding of the city's career paths and pay range structures and simplifies and improves efficiency in the annual maintenance of the city's pay tables and ranges.

This proposal will abolish the current twenty (20) pay tables and is requested to establish three (3) proposed pay tables: One (1) non-exempt, one (1) exempt, and one (1) community rate pay table. This report contains the current Pay Grades and Pay Table abolishments, the proposed Pay Tables and Ranges, and the job codes and classifications' Current Pay Grades to the Proposed Pay Grades Table.

As a result of ongoing maintenance to these proposed Pay Tables and Ranges, classification changes made between 2/1/21 and 4/10/21 will be allocated to their proposed pay grade per the same methodology applied to all other classifications in this study.

An effective date of April 11, 2021 is requested for these proposed pay grade and range changes.

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."

Type (choose one: Classification; Pay; Benefits; Rule Change; Other):

Fiscal Impact:

Contract Amount (if applicable):

Draft Bill Attached?