



## Legislation Text

File #: 17-0531, Version: 1

### OHR/CSA Request Template

**Date Submitted:** 05-02-17

**Requesting Agency:** Office of Human Resources  
**Division:**

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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 making multiple pay range adjustments and pay grade changes based upon the annual market study of prevailing wages in the Denver metropolitan area. The Committee approved filing this bill by consent on 05-09-17.

**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.*

The Office of Human Resources (OHR) has completed the annual market study of prevailing wages in the Denver metropolitan area. The City Charter and the Denver Revised Municipal Code (DRMC) requires the survey to be completed with the findings and recommendations provided to the Career Service Board, the Mayor, and City Council.

#### **Occupational Group Adjustments**

The annual Pay Survey Market Analysis ensures that the City's pay ranges are competitive with comparable jobs in both the Denver metropolitan area and the national markets. When the market data

indicates the City's pay for an occupational group has fallen behind the market, OHR recommends a structure increase for the occupational group. If the City's rates are above the market, OHR recommends no change.

The occupational group adjustments are not designed to deliver a pay increase with one exception, when an employee's pay falls below the range minimum of the adjusted pay range, the employee will move to the new range minimum, which will result in an increase. Occupational group adjustments recommended in the 2017 Pay Survey Market Analysis will be effective on July 1, 2017 in accordance with DRMC.

We are also requesting the abolishment of one pay grade and range, V-806. This range was missed with the pay grade and range clean up with the FLSA project completed in the fall 2016.

### **Individual Pay Grade Adjustments**

Individual classifications may also be adjusted to a higher pay grade based on the results of the market analysis. The classification must be at least 10% behind the market to be considered for an adjustment.

A pay increase is granted when a classification is adjusted to a higher pay grade as a result of a Pay Survey Market Analysis recommendation. The pay increase is equal to 4.55% for each pay grade adjusted upwards. Pay grade adjustments recommended in the 2017 Pay Survey Market Analysis will be effective on January 1, 2018 in accordance with DMRC.

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

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**