



Legislation Text

File #: 22-0990, Version: 1

**OHR/CSA Request Template**

**Submitted By:** Alena Duran

**Date Submitted:** 8-22-2022

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

**Subject Matter Expert Name:**

**Email Address:**

**Phone Number:**

**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 adjusting the classifications and pay tables impacted by the minimum wage increasing to \$17.29 beginning 1-1-2023. The Committee approved filing this item at its meeting on 8-23-2022.

**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.*

*See below.*

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

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**

**Executive Summary**

**POSTING IS REQUIRED**

**Classification Notice No. 1728 - UPDATED POSTING**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 8, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adjusting the classifications and pay tables that will be impacted by the minimum wage increase to \$17.29.**

In 2019, the Mayor’s Office and City Council established minimum wage policies affecting all employers and employees in the City and County of Denver. The city’s current minimum wage ordinance hourly rate is \$15.87 per hour and is required to increase on January 1, 2023. **This original posting on July 8, 2022, that was approved at the Career Service Board meeting on July 21, 2022, did not include a rate for 2023 pending official announcement by the city.** On August 9, 2022, the city announced the minimum wage of \$17.29, therefore the following changes must be made to the classification and pay plan, which includes certain pay range adjustments and abolishment of certain pay grades, and ensuring employee pay rates to be no less than the minimum wage rate, effective on January 1, 2023. Finally, certain classifications must change pay grade if the grade is being abolished in order to maintain grade distinctions between classifications in a series.

**PAY TABLE CHANGES**

**Current Pay Tables**

**Non-Exempt**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
NE-06	\$16.22	\$18.25	\$20.28	\$22.31	\$24.33

**Community Rate**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
CR-FLR	\$15.87	\$15.87	\$15.87	\$15.87	\$15.87
CR-07	\$16.87	\$18.45	\$20.03	\$21.62	\$23.20

**Intern**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
A-411	\$15.87	\$16.39	\$16.90	\$17.42	\$17.93

**Proposed Pay Tables**

**Non-Exempt**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
NE-06	\$17.29	\$19.45	\$21.61	\$23.78	\$25.94

**Community Rate**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
CR-FLR	\$17.29	\$17.29	\$17.29	\$17.29	\$17.29
CR-07	\$17.29	\$18.89	\$20.49	\$22.09	\$23.69

**Intern**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
A-411	\$17.29	\$17.85	\$18.41	\$18.98	\$19.54

**GRADE AND RANGE ABOLISHMENT**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
NE-05	\$15.87	\$17.86	\$19.84	\$21.83	\$23.81
CR-05	\$15.87	\$17.36	\$18.84	\$20.33	\$21.81
CR-06	\$16.06	\$17.57	\$19.07	\$20.58	\$22.08

**PAY GRADE CHANGES**

Job Profile Name	Current Pay Grade	Proposed Pay Grade 2023
Activities Leader Non-Certified	CR-05	CR-07
Administrative Support Assistant I	NE-05	NE-06
Administrative Support Assistant II	NE-06	NE-07
Administrative Support Assistant III	NE-07	NE-08
Clinical Care Technician	NE-05	NE-06
Community Health Worker Apprentice	NE-05	NE-06
Custodial Services Supervisor	NE-08	NE-09
Custodial Supervisor	NE-07	NE-08
Custodian	NE-05	NE-06
Custodian Lead	NE-06	NE-07

Food Service Worker	NE-05	NE-06
Golf Cart Attendant	CR-05	CR-07
Golf Player Ambassador	CR-05	CR-07
Golf Sales Associate	CR-05	CR-07
Laundry Supervisor	NE-06	NE-07
Laundry Worker	NE-05	NE-06
Library Aide	CR-05	CR-07
Lifeguard	CR-05	CR-07
Park Seasonal Laborer	CR-05	CR-07
Pool Coordinator	NE-05	NE-06
Public Safety Cadet	CR-FLR	CR-FLR
Recreation Assistant	CR-05	CR-07
Recreation Instructor	NE-05	NE-06
Recreation Services Representative	NE-05	NE-06
Security Officer	NE-05	NE-06
Sports Official Non-Certified	CR-05	CR-07
Stockkeeper I	NE-05	NE-06
Trades and Vocational Intern	A-411	A-411
Usher I	CR-05	CR-07
Usher II	CR-06	CR-08
Usher Lead	CR-08	CR-09
Veterinary Technician Apprentice	NE-05	NE-06
Youth Assistant	CR-FLR	CR-FLR
Youth Operative Associate	NE-05	NE-06

**Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, July 21, 2022 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1<sup>st</sup> floor, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) <<mailto:compensation@denvergov.org>> by 8:00 AM on **Thursday, July 21, 2022**. 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](mailto:george.branchaud@denvergov.org) <<mailto:george.branchaud@denvergov.org>> at (720) 913-5650 no later than noon on **Tuesday, July 19, 2022**.

**Effective Date Rule:**

These changes will be effective January 1, 2023 in compliance with DRMC.