



Legislation Text

File #: 21-1436, Version: 1

OHR/CSA Request Template

Submitted By: 11-18-21

Requesting Agency: Office of Human Resources
Division:

Subject Matter Expert Name:

Name:	Lori Schumann
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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 creating the new classifications of Golf Professional 1st Assistant (CA3339) and Golf Professional 2nd Assistant (CA3346), along with various title and pay grade changes. The Committee approved filing this item at its meeting on 11-30-21.

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. 1701

To: Agency Heads and Employees
From: Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors
Date: November 05, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed changes amend the Classification and Pay Plan by creating the new classifications of Golf Professional 1st Assistant (CA3339) and Golf Professional 2nd Assistant (CA3346), along with various title and pay grade changes.

The Classification and Compensation division conducted a recent market review of local municipal golf pay practices. Pay range data and job descriptions were collected from fifteen (15) different local municipal golf courses in the Denver/Metro area. The City and County of Denver golf pay ranges and job descriptions were compared to the collected local market data. As a result of the data collected and analyzed, we recommend adding two (2) new golf classifications, change the classification title for four (4) golf classifications, change the pay grade and range for four (4) golf classifications and abolish one (1) golf classification. The proposed changes to the pay grades, salary ranges and job titles will align with the local market, improve our internal market value, and provide clearer career paths for current and future employees.

New Classification(s)

Job Code	Classification Title	Proposed Pay Grade & Range
CA3339	Golf Professional 1 st Assistant	EX-05 (\$45,030 - \$74,300)
CA3346	Golf Professional 2 nd Assistant	NE-10 (\$20.07 - \$30.11)

Job Title Change(s)

Job Code	Classification Title	Proposed Job Title
CC2529	Golf and Pro Shop Assistant	Golf Sales Associate Lead
CG2378	Golf Starter and Ranger	Golf Player Ambassador
CJ2739	Assistant Superintendent Golf Course	Golf Course Assistant Superintendent
CA2528	Golf Professional	Golf Professional Head

Pay Grade and Range Change(s)

Job Code	Classification Title	Current Pay Grade & Range	Proposed Pay Grade & Range
CC2529	Golf Sales Associate Lead	NE-05 (\$15.00 - \$22.50)	NE-08 (\$17.87 - 26.80)
CJ2739	Golf Course Assistant Superintendent	NE-11 (\$21.28 - \$31.92)	EX-06 (\$48,633 - 80,244)
CJ2527	Golf Course Operator	EX-06 (\$48,633 - \$80,244)	EX-07 (\$52,523 - \$86,664)
CA2740	Golf Professional Head	EX-08 (\$56,725 - \$93,597)	EX-09 (\$61,263 - \$101,084)

Classification Abolishment(s)

Job Code	Classification Title	Pay Grade
CA2479	Golf Professional Assistant	NE-11

Public Notice of Changes

The scheduled time for the public hearing is Thursday, November 18, 2021 at 9:00 AM in the Webb Municipal Building, Career Service Hearings Office on the 1st 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>> by 8:00 AM on Thursday, November 18, 2021. 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>> at (720) 913-5650 no later than noon

on Tuesday, November 16, 2021.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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 and 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. We are requesting an effective date of 3/6/22.

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

Fiscal Impact:

Contract Amount (if applicable):

Draft Bill Attached?