



## Legislation Details (With Text)

**File #:** 19-0015 **Version:** 1

**Type:** Bill **Status:** Passed

**File created:** 1/7/2019 **In control:** Finance & Governance Committee

**On agenda:** 2/4/2019 **Final action:** 2/4/2019

**Title:** 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.  
Approves the following changes to the Classification and Pay Plan: changing the paygrade of 911 Emergency Communication Supervisor from N-809 to N-811, changing the pay grade of Golf Course Operator from J-619 to J-808, creating a new classification of Legislative Policy Analyst Senior at pay grade A-814, creating a new classification of Parking Meter Technician at pay grade J-616, creating a new classification of Mammography Technologist Lead at pay grade O-622, adjusting the pay grades of County Court Marshal from N-619 to N-621 and the County Court Marshal Supervisor from N-809 to N-810, and by creating a new classification of Maintenance Planner at paygrade A-808. The Committee approved filing this bill by consent on 1-15-19.

**Sponsors:**

**Indexes:** Jonathan Griffin

**Code sections:**

**Attachments:** 1. BR19 0015 OHR Class Changes Request, 2. BR19 0015 OHR Class Changes Supporting, 3. CB19-0015 - Small Impact Classification Changes.pdf, 4. 19-0015\_Filed Bill Small Impact Classification Changes.pdf, 5. 19-0015 - signed.pdf, 6. 19-0015 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.

| Date      | Ver. | Action By                      | Action                                      | Result |
|-----------|------|--------------------------------|---|--------|
| 2/5/2019  | 1    | Council President              | signed                                      |        |
| 2/5/2019  | 1    | Mayor                          | signed                                      |        |
| 2/4/2019  | 1    | City Council                   | placed upon final consideration and do pass | Pass   |
| 1/28/2019 | 1    | City Council                   | ordered published on first reading          |        |
| 1/15/2019 | 1    | Finance & Governance Committee | approved by consent                         |        |

## OHR/CSA Request Template

**Date Submitted:** 1-8-19

**Requesting Agency:** Human Resources  
**Division:**

**Subject Matter Expert Name:**

|                                   |
|-----------------------------------|
| Name: Blair Malloy                |
| Email: blair.malloy@denvergov.org |

**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.**

Approves the following changes to the Classification and Pay Plan: changing the paygrade of 911 Emergency Communication Supervisor from N-809 to N-811, changing the pay grade of Golf Course Operator from J-619 to J-808, creating a new classification of Legislative Policy Analyst Senior at pay grade A-814, creating a new classification of Parking Meter Technician at pay grade J-616, creating a new classification of Mammography Technologist Lead at pay grade O-622, adjusting the pay grades of County Court Marshal from N-619 to N-621 and the County Court Marshal Supervisor from N-809 to N-810, and by creating a new classification of Maintenance Planner at paygrade A-808. The Committee approved filing this bill by consent on 1-15-19.

**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. 1570**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** July 18, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of the classification of 911 Emergency Communication Supervisor.**

The Denver 911 Communication Center requested OHR review the Emergency Communication Supervisor classification pay grade. There are 13 employees in the 911 Emergency Communication Supervisor classification at the N-809 pay grade. It is recommended to change the pay grade to N-811 based on market data.

**PAY GRADE CHANGE**

**Classification Title**

911 Emergency Communication Supervisor

**Current Pay Grade**

N-809(\$53,694-\$69,802-\$85,910)

**Proposed Pay Grade**

N-811(\$61,360-\$79,768-\$98,176)

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 Hearing:** Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) [<mailto:compensation@denvergov.org>](mailto:compensation@denvergov.org) by 8:00 AM on **Monday, August 6, 2018**. Please include a contact name and phone number so that we may respond directly.

## CLASSIFICATION STUDY REPORT

**Public Hearing:** Yes No in accordance with [Career Service Rule 7-21](#)

<http://www.denvergov.org>

**Analyst Name:**

Susan O'Neill

**Impacted Department(s):**

Denver 911 Communication  
Center

**Date:**

7/11/18

## CLASSIFICATION PAY GRADE CHANGE

| <u>Job Code</u> | <u>Current Class Title</u>                   | <u>Current Pay Grade &amp; Range</u> | <u>Proposed Pay Grade &amp; Range</u> |
|-----------------|--|--------------------------------------|---------------------------------------|
| CN3039          | 911 Emergency<br>Communication<br>Supervisor | N-809(\$53,694-69,802-85,910)        | N-811(\$61,360-79,768-98,176)         |

### Synopsis:

The Denver 911 Communication Center requested OHR review the Emergency Communication Supervisor classification pay grade. There are 13 employees in the 911 Emergency Communication Supervisor classification at the N-809 pay grade. It is recommended to change the pay grade to N-811 based on market data.

**Pay Rationale:** Market data indicates that the midpoint salary is \$78,952 and the closest range midpoint should be N-811. The market midpoint represents a 1.03 difference from the city's range midpoint.

**Benchmark:** Employers Council, 2018 Public Employers Compensation Survey, Dispatch Supervisor.

**Employee Impact:** 13 employees will be reallocated from the N-809 to N-811 pay grade.

**Budget Impact:** Two employees will be moved to the minimum of the new range for an annualized budget impact of \$13,408.

**Organizational Structure:** The 911 Emergency Communication Supervisor has the following direct reports: 911 Emergency Communication Technician (N-616), 911 Dispatch Support Specialist (N-618), 911 Police Dispatcher (N-620) and 911 Lead Police Dispatcher (N-621). This position reports to Manager (A-814) who reports to Director of Emergency Communication Center (A-817) who reports to Deputy Director (A-821) who reports to Department of Safety Executive Director, an appointed position.

### **POSTING IS REQUIRED**

#### **Classification Notice No. 1572**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** August 24, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of the classification of Golf Course Operator from J-619 to J-808.**

The Department of Parks and Recreation, Golf Division, requested the Office of Human Resources to analyze the FLSA exemption status of the Golf Course Operator.

The Golf Course Operator is currently a non-exempt classification. The OHR Compensation Division partnered with the City Attorney's Office to review the FLSA exemption criteria for professional employees and conclude that based on the duties and responsibilities of this classification, changing the exemption status of the Golf Course Operator to exempt is warranted.

### **PAY GRADE CHANGE**

**Classification Title**  
Golf Course Operator

**Current Pay Grade**  
J-619(\$22.95-\$28.23-\$33.51)

**Proposed Pay Grade**  
J-808(\$49,911-\$64,885-\$79,858)

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 Hearing:** Yes No in accordance with Career Service Rule 7-21

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, September 6, 2018**. Please include a contact name and phone number so that we may respond directly.

## CLASSIFICATION STUDY REPORT

**Public Hearing:** Yes No in accordance with [Career Service Rule 7-21](#)

<http://www.denvergov.org>

**Public Hearing:**

Golf Course Operator

**Analyst Name:**

John Hoffman

**Date:**

August 17,  
2018

## CLASSIFICATION PAY GRADE CHANGE

| <u>Job Code</u> | <u>Current Class Title</u> | <u>Current Pay Grade &amp; Range</u> | <u>Proposed Pay Grade &amp; Range</u> |
|-----------------|----------------------------|--------------------------------------|---------------------------------------|
| CJ2527          | Golf Course Operator       | J-619                                | J-808                                 |

### Synopsis:

The Department of Parks and Recreation, Golf Division, requested the Office of Human Resources to analyze the FLSA exemption status of the Golf Course Operator.

The Golf Course Operator is currently a non-exempt classification. The OHR Compensation Division partnered with the City Attorney's Office to review the FLSA exemption criteria for professional employees and conclude that based on the duties and responsibilities of this classification, changing the exemption status of the Golf Course Operator to exempt is warranted.

### Pay Rationale:

The Golf Course Operator is being reallocated to the J-808 pay grade, which is the entry pay grade within the Maintenance and Operations exempt salary structure.

This will result in a 10.51% pay increase between the J-619 midpoint salary point of \$58,718 and the J-808 pay grade midpoint of \$64,885.

### Budget Impact:

There is no budget impact with the implementation of this study.

### Organizational Structure:

The Golf Course Operator reports directly to the Director of Golf and supervises non-exempt employees in the management of operations at the Harvard Gulch and Aqua Golf Courses.

**Effective Date Rule:**

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 Page issuance date: April 20, 2018 7-7 changes to the classification and pay plan may be used upon approval by the OHR Executive Director or Board, but the use for longer than six months is contingent upon City Council approval.

**POSTING IS REQUIRED**

**Classification Notice No. 1573**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** August 31, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Legislative Policy Analyst Senior at pay grade A-814. The proposed change also amends the Classification and Pay Plan by changing the title of Legislative Assistant to Council Deputy Clerk, City Council Clerk to Council Clerk, and City Council Legislative Analyst to Legislative Policy Analyst.**

City Council recently asked OHR to review its current classification structure within the central office. Specifically, they asked OHR to update the existing classification titles to better align with the work performed. Additionally, the central office requested a new classification to distinguish levels and create a career path for individuals performing policy analysis work.

**NEW CLASSIFICATION**

**Proposed Classification Title**

Legislative Policy Analyst Senior

**Proposed Pay Grade**

A-814 (\$81,572-\$106,044-\$130,515)

**TITLE CHANGES**

**Current Classification Title**

Legislative Assistant  
City Council Clerk  
City Council Legislative Analyst

**Proposed Classification Title**

Council Deputy Clerk  
Council Clerk  
Legislative Policy Analyst

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 Hearing:** Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) [<mailto:compensation@denvergov.org>](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, September 13, 2018**. Please include a contact name and phone number so that we may respond directly.

## CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

<http://www.denvergov.gov>

Analyst Name: Blair Malloy

Impacted Department(s): City Council

Date: 8/7/18

### NEW CLASSIFICATION(S)

| <u>Job Code</u> | <u>Proposed Class Title</u>       | <u>Proposed Pay Grade &amp; Range</u> |
|-----------------|-----------------------------------|---------------------------------------|
| YA3101          | Legislative Policy Analyst Senior | A-814 (\$81,572-106,044-130,515)      |

### CLASSIFICATION TITLE CHANGE(S)

| <u>Job Code</u> | <u>Current Class Title</u>       | <u>Proposed Class Title</u> | <u>Current Pay Grade &amp; Range</u> |
|-----------------|----------------------------------|-----------------------------|--------------------------------------|
| YA2389          | Legislative Assistant            | Council Deputy Clerk        | A-807 (\$51,133-66,473-81,813)       |
| YA2304          | City Council Clerk               | Council Clerk               | A-808 (\$54,661-71,060-87,458)       |
| YA2457          | City Council Legislative Analyst | Legislative Policy Analyst  | A-812 (\$71,382-92,797-114,211)      |

#### Synopsis:

City Council recently asked OHR to review its current classification structure within the central office. Specifically, they asked OHR to update the existing classification titles to better align with the work performed. Additionally, the central office requested a new classification to distinguish levels and create a career path for individuals performing policy analysis work.

#### Pay Rationale:

A custom survey was conducted of local and national jurisdictions. Data indicated that the current pay grades for the Council Clerk, Legislative Policy Analyst, and Council Deputy Clerk are in line with the market. Data collected from the market should only be used when a sample size is representative of the population and the current city practice is to only use data with five (5) or more responses. Data collected from the custom survey for the Legislative Policy Analyst Senior reported insufficient data, with four (4) responses.

Instead, it is proposed to use existing compensation practice regarding internal relationships between the current Legislative Policy Analyst, A-812, and to establish the pay grade which will create a new class series, Legislative Policy Analyst Senior, at A-814. This will maintain the current city practice regarding internal relationships to provide a two-pay grade difference between class levels in a series.

#### Employee Impact:

This impacts two employees, whose title will change, and will have no impact to pay.

#### Budget Impact:

None - the existing employees are in existing titles at this time.

#### Organizational Structure:

These positions will report to the Executive Director of City Council, who reports to the City Council President, an elected official.

**POSTING IS REQUIRED**

**Classification Notice No. 1575**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** September 21, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Parking Meter Technician at pay grade J-616.**

OHR received individual position audits for a group of employees at Public Works who are involved in the maintenance, repair and troubleshooting of parking meters across the city. They're currently classified as Electrical Maintenance Workers. It was found that their current classification didn't accurately reflect the duties they are performing. It is proposed to create a new classification called Parking Meter Technician to describe the type and level of duties performed by these employees.

**NEW CLASSIFICATION**

**Proposed Classification Title**

Parking Meter Technician

**Proposed Pay Grade**

J-616 (\$20.08-\$24.70-\$29.32)

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 Hearing:** Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) [<mailto:compensation@denvergov.org>](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 4, 2018**. Please include a contact name and phone number so that we may respond directly.

**CLASSIFICATION STUDY REPORT**

**Public Hearing:** Yes No in accordance with [Career Service Rule 7-21](#)

[<http://www.denvergov.org>](http://www.denvergov.org)

**Analyst Name:** Alena Duran

**Date:** September 12, 2018

**NEW CLASSIFICATION**

| <b><u>Job Code</u></b> | <b><u>Proposed Class Title</u></b> | <b><u>Proposed Pay Grade &amp; Range</u></b> |
|------------------------|------------------------------------|--|
| CJ3105                 | Parking Meter Technician           | J-616 (\$20.08/\$24.70/\$29.32)              |



**Synopsis:**

OHR received individual position audits for a group of employees at Public Works who are involved in the maintenance, repair and troubleshooting of parking meters across the city. They're currently classified as Electrical Maintenance Workers. It was found that their current classification didn't accurately reflect the duties they are performing. It is proposed to create a new classification called Parking Meter Technician to describe the type and level of duties performed by these employees.

**Pay Rationale:**

It is recommended to place the Parking Meter Technician at pay grade J-616. A custom survey was sent to local and national comparable cities. Of the responses, it was determined that six were matches. All matches were from national comparable cities and were geographically adjusted. Based on those matches, the closest matching midpoint is J-616. The average midpoint for the six cities is \$24.96. The midpoint of J-616 is \$24.70. This will provide a difference of 1.05% to the market.

**Employee Impact:** There are 5 employees who will be reallocated from Electrical Maintenance Worker to Parking Meter Technician.

**Budget Impact:** There is no budget impact. All employees will go pay to pay

**Organizational Structure:** The Parking Meter Technician reports to a Crew Supervisor, who then reports to an Operational Supervisor I who then reports to a Manager at Public Works.

**POSTING IS REQUIRED**

**Classification Notice No. 1577**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** November 9, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Mammography Technologist Lead at pay grade O-622.**

Denver Health Medical Center submitted an audit request for a Career Service employee, requesting that this employee be reallocated to a Mammography Technologist Lead classification. This classification does not currently exist in the Career Service system but does within the Denver Health Medical Center's personnel system. To create parity with Denver Health Medical Center, the Office of Human Resources is creating the same classification for the advancement of a Career Service employee.

**NEW CLASSIFICATION**

**Proposed Classification Title**

Mammography Technologist Lead

**Proposed Pay Grade**

O-622 (\$29.63-\$36.45-\$43.26)

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 Hearing:** Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) [<mailto:compensation@denvergov.org>](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, November 22, 2018**. Please include a contact name and phone number so that we may respond directly.

## CLASSIFICATION STUDY REPORT

**Public Hearing:** Yes No in accordance with [Career Service Rule 7-21](#)

<http://www.denvergov.org>

**Public Hearing:** Mammography Technologist Lead

**Analyst Name:** John Hoffman

**Date:**

November 1, 2018

## NEW CLASSIFICATION AND PAY GRADE

| <u>Job Code</u> | <u>New Class Title</u>        | <u>Proposed Pay Grade</u> |
|-----------------|-------------------------------|---------------------------|
| CO3110          | Mammography Technologist Lead | O-622                     |

### Synopsis:

Denver Health Medical Center submitted an audit request for a Career Service employee, requesting that this employee be reallocated to a Mammography Technologist Lead classification. This classification does not currently exist in the Career Service system but does within the Denver Health Medical Center's personnel system. To create parity with Denver Health Medical Center, the Office of Human Resources is creating the same classification for the advancement of a Career Service employee.

### Pay Rationale:

As a compensation practice, dedicated lead worker positions are placed one pay grade above the positions they perform lead work over.

The Mammography Technologist is current compensated at the O-621 pay grade; therefore, the Mammography Technologist Lead will be compensated at the O-622 pay grade.

### Budget Impact:

There is no budget impact with the creation of this new classification as the employee will move pay-to-pay within the recommended pay range upon reallocation.

**Organizational Structure:**

The Mammography Technologist Lead performs permanently assigned lead work over Mammography Technologists and reports to Medical Imaging Manager.

**Effective Date Rule:**

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 Page issuance date: April 20, 2018 7-7 changes to the classification and pay plan may be used upon approval by the OHR Executive Director or Board, but the use for longer than six months is contingent upon City Council approval.

**POSTING IS REQUIRED**

**Classification Notice No. 1579**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** November 16, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adjusting the pay grades of County Court Marshal from N-619 to N-621 and the County Court Marshal Supervisor from N-809 to N-810.**

The Denver County Court requested OHR review the County Court Marshal and County Court Marshal Supervisor job specification and classification pay grade due to difficulty in recruitment. It is recommended to change the pay grades to N-621 and N-810 respectively with no title changes.

**PAY GRADE CHANGES**

| <b><u>Current Class Title</u></b> | <b><u>Current Pay Grade &amp; Range</u></b> | <b><u>Proposed Pay Grade &amp; Range</u></b> |
|-----------------------------------|---|--|
| County Court Marshal              | N-619(\$23.08-\$28.39-\$33.70)              | N-621(\$25.23-\$31.04-\$36.84)               |
| County Court Marshal Supervisor   | N-809(\$53,694-\$69,802-\$85,910)           | N-810(\$57,399-\$74,619-\$91,838)            |

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 Hearing:** Yes No in accordance with Career Service Rule 7-21

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 29, 2018**. Please include a contact name and phone number so that we may respond directly.

## CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

<http://www.denvergov.gov>

Analyst Name:

Susan O'Neill

Impacted Department(s):

Denver County Court

Date:

11/7/2018

## CLASSIFICATION PAY GRADE CHANGE(S)

| <u>Job Code</u> | <u>Current Class Title</u>      | <u>Current Pay Grade &amp; Range</u> | <u>Proposed Pay Grade &amp; Range</u> |
|-----------------|---------------------------------|--------------------------------------|---------------------------------------|
| CN1866          | County Court Marshal            | N-619(\$23.08-\$28.39-\$33.70)       | N-621(\$25.23-\$31.04-\$36.84)        |
| CN1867          | County Court Marshal Supervisor | N-809(\$53,694-\$69,802-\$85,910)    | N-810(\$57,399-\$74,619-\$91,838)     |

### Synopsis:

The Denver County Court requested OHR review the County Court Marshal and County Court Marshal Supervisor job specification and classification pay grade due to difficulty in recruitment. It is recommended to change the pay grades to N-621 and N-810 respectively with no title changes.

### Pay Rationale:

A custom national and local market survey was conducted of local and national jurisdictions, and public safety data was used to determine the appropriate pay grade for the County Court Marshal. Market data provided data as did comparable midpoint data for public safety officers. For the County Court Marshal Supervisor, it is proposed to use the existing compensation practice regarding pay grade placement for Supervisors at a 10-15% increase above direct reports.

### Employee Impact:

Six County Court Marshall employees will be reallocated from N-619 to N-621 and one County Court Marshal Supervisor will be reallocated from N-809 to N-810.

**Budget Impact:** None

### Organizational Structure:

The County Court Marshal Supervisor reports to the Deputy Court Administrator who reports to the Court Administrator who reports to the Denver County Court Presiding Judge who reports to the citizens of Denver.

### POSTING IS REQUIRED

Classification Notice No. 1580

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** December 7, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Maintenance Planner at paygrade A-808.**

Denver International Airport has requested a new classification to support the maintenance division with facilities maintenance planning to schedule work projects and resources. This function promotes a sustainable and cost-effective approach to the maintenance work performed within this division.

### **NEW CLASSIFICATION**

| <u><b>Proposed Class Title</b></u> | <u><b>Proposed Pay Grade &amp; Range</b></u> |
|------------------------------------|--|
| Maintenance Planner                | A-808 (\$54,661-\$71,060-\$87,458)           |

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 Hearing:** Yes No in accordance with Career Service Rule 7-21

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, December 20, 2018**. Please include a contact name and phone number so that we may respond directly.

### **CLASSIFICATION STUDY REPORT**

**Public Hearing:** Yes No in accordance with [Career Service Rule 7-21](#)

<http://www.denvergov.org>

**Analyst Name:** Blair Malloy

**Impacted Department(s):** Denver International Airport

**Date:** 11/19/18

### **NEW CLASSIFICATION(S)**

| <u><b>Job Code</b></u> | <u><b>Proposed Class Title</b></u> | <u><b>Proposed Pay Grade &amp; Range</b></u> |
|------------------------|------------------------------------|--|
| CA3115                 | Maintenance Planner                | A-808 (\$54,661-\$71,060-\$87,458)           |

**Synopsis:** Denver International Airport has requested a new classification to support the maintenance division with facilities maintenance planning to schedule work projects and resources. This function promotes a sustainable and cost-effective approach to the maintenance work performed within this division.

**Pay Rationale:** There is no data available in published survey data. Instead a custom survey was conducted in June 2018 of local and national municipalities and large airports. Data from national sources is adjusted to the Denver market using the ERI geographic assessor. The survey resulted in seven national municipalities and two airports who indicated matches to this type and level of work. There were insufficient actual rates of pay provided to report the median rate, so the range data will be used to establish the pay grade. The data provided indicated that the average midpoint is \$72,580. This rate is 1.71% above the midpoint of pay grade A-808, \$71,060 which is the recommended pay grade.

**Employee Impact:** This will impact three employees currently classified as Operations Coordinator in the Airport Infrastructure Maintenance (AIM) division, who will change title.

**Budget Impact:** There is no change in pay for the three impacted employees since there is no change in pay grade, only title.

**Organizational Structure:** These employees are in the asset management unit of AIM, which is part of the Sustainability group, under the Infrastructure Planning division, which is under the AIM senior leadership. AIM is under the Operations Division, who reports to the Chief Operations Officer of Denver International Airport, a Mayoral appointee.

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

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**