



## Legislation Text

File #: 20-1565, Version: 1

### OHR/CSA Request Template

**Date Submitted:** 12-17-20

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

**Subject Matter Expert Name:**

Name:	John Hoffman
Email:	John.Hoffman@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.**

Amends the Classification and Pay Plan by creating new pay grades and ranges, creating the new classifications of Management Analyst Staff Hourly and Claims Adjuster Associate, and changing the titles and pay grades of various classifications. The Committee approved filing this item at its meeting on 12-29-20.

**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.*

**POSTING IS REQUIRED**

**Classification Notice No. 1666**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** December 04, 2020  
**Subject:** Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new pay grades and ranges, creating the new classifications of Management Analyst Staff Hourly and Claims Adjuster Associate, and changing the titles and pay grades of various classifications.

The Office of Human Resources Classification and Compensation Division conducted a review of all classifications to evaluate whether they meet the overtime exemption requirements of the Fair Labor Standards Act (FLSA). The Classification and Compensation Division worked with the City Attorney's Office to identify the above classifications where the duties and responsibilities necessitated a job title and/or exemption category change.

The title changes were specific to replacing the use of "coordinator" in exempt classification titles with other titles, as "coordinator" may imply non-exempt duties and responsibilities. The title changes better align these classifications under the city's professional career track and preserve the exempt status based on the classification specification.

The City Attorney's Office determined, based on a review of job specification duties and responsibilities, that the identified entry-level non-exempt "staff" classifications should be changed to FLSA exempt, in order to align with other exempt classifications within the classification series career ladder. These "staff" classifications, while of reduced scope and complexity as compared to the higher-level classifications within the same career ladder series, meet the FLSA's criteria for the administrative exemption.

Classification determinations were reviewed with affected city departments and agencies to ensure the job specification language is current, represents the duties and responsibilities of their employees, and that the employees are in fact performing said duties and responsibilities.

#### NEW PAY GRADES

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
A-804	41,858	48,137	54,416	60,694	66,973
A-805	44,746	51,458	58,170	64,882	71,594
A-806	47,833	55,008	62,183	69,358	76,533
I-807	49,839	57,315	64,791	72,266	79,742
V-806	45,909	52,795	59,682	66,568	73,454

#### NEW CLASSIFICATION

Job Code	New Class Title	Proposed Pay Grade and Range
CA3292	Management Analyst Staff Hourly	805-A (44,746 - 58,170 - 71,594)
CA3285	Claims Adjuster Associate	807-A (51,133 - 66,473 - 81,813)

#### CLASSIFICATION TITLE CHANGES

Job Code	Current Class Title	Proposed Class Title
CA2153	Claims Adjuster I	Claims Adjuster Staff
CA1047	Claims Adjuster II	Claims Adjuster Senior
CA2544	Interpreter Coordinator	Court Interpreter Administrator
CA2842	Marketing and Communications Professional I	Marketing and Communications Staff
LA2847	Marketing and Communications Professional I	Marketing and Communications Staff
YA3042	Marketing and Communications Professional I	Marketing and Communications Staff

CA2841	Marketing and Communications Professional II	Marketing and Communications Associate
LA2846	Marketing and Communications Professional II	Marketing and Communications Associate
YA3196	Marketing and Communications Professional II	Marketing and Communications Associate
CA2843	Marketing and Communications Professional II Hourly	Marketing and Communications Associate Hourly
CA2379	Operations Coordinator	Business Operations Administrator
LA2627	Operations Coordinator	Business Operations Administrator
MA2959	Operations Coordinator	Business Operations Administrator
FA3095	Operations Coordinator	Business Operations Administrator
CA3104	Operations Coordinator Hourly	Business Operations Administrator Hourly
CA2831	Team Decision Making Coordinator	Team Decision Making Facilitator
CA2832	Team Decision Making Coordinator - Lead	Team Decision Making Facilitator - Lead
CA2459	Utilization Management Coordinator	Utilization Management Specialist
CA2460	Utilization Management Coordinator - Lead	Utilization Management Specialist - Lead
CA2988	Wellness Program Coordinator	Wellness Program Administrator

### CLASSIFICATION PAY GRADE CHANGES

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CV2050	Accountant Staff	619-V (24.12 - 29.67 - 35.22)	806-V (45,909 - 59,682 - 73,455)
CA1004	Buyer Staff	616-A (22.01 - 27.07 - 32.13)	804-A (41,858 - 54,416 - 66,973)
LA1472	Buyer Staff	616-A (22.01 - 27.07 - 32.13)	804-A (41,858 - 54,416 - 66,973)
CA2153	Claims Adjuster Staff	617-A (23.01 - 28.30 - 33.59)	805-A (44,746 - 58,170 - 71,594)
CI1739	GIS Analyst	620-I (25.61 - 31.50 - 37.39)	807-I (49,839 - 64,791 - 79,742)
CV2238	Internal Auditor Staff	620-V (25.22 - 31.02 - 36.82)	807-V (49,077 - 63,800 - 78,523)
CI2865	IT Data Architect Staff	625-I (31.99 - 39.35 - 46.71)	811-I (65,085 - 84,611 - 104,136)
CI1447	IT Developer Staff	622-I (28.00 - 34.44 - 40.88)	808-I (53,278 - 69,262 - 85,245)
LI1574	IT Developer Staff	622-I (28.00 - 34.44 - 40.88)	808-I (53,278 - 69,262 - 85,245)
CI1717	IT Systems Analyst Staff	622-I (28.00 - 34.44 - 40.88)	808-I (53,278 - 69,262 - 85,245)
CA2251	Management Analyst Staff	617-A (23.01 - 28.30 - 33.59)	805-A (44,746 - 58,170 - 71,594)
CA2842	Marketing and Comm Staff	617-A (23.01 - 28.30 - 33.59)	805-A (44,746 - 58,170 - 71,594)
LA2847	Marketing and Comm Staff	617-A (23.01 - 28.30 - 33.59)	805-A (44,746 - 58,170 - 71,594)
YA3042	Marketing and Comm Staff	617-A (23.01 - 28.30 - 33.59)	805-A (44,746 - 58,170 - 71,594)
CV2234	Tax Auditor Staff	620-V (25.22 - 31.02 - 36.82)	807-V (49,077 - 63,800 - 78,523)

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?**