File #: 21-0616, **Version:** 1

OHR/CSA Request Template

Date Submitted: 5-20-21

Requesting Agency: Office of 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.

Amends the Classification and Pay Plan by creating 13 new classifications, abolishing 10 existing classifications, changing the title and grade of 11 classifications, and changing the pay grade of 34 classifications. The Committee approved filing this item at its meeting on 6-1-21.

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. 1677

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: May 07, 2021
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change(s) amends the city's Classification and Pay Plan by:
1) Creating 13 new classifications

2) Abolishing 10 existing classifications
3) Changing the title and grade of 11 classifications
4) Changing the pay grade of 34 classifications

In the summer of 2019, OHR Classification and Compensation convened a leadership work group responsible for overseeing the skilled trades' work performed by over 440 employees in 51 different titles. These functions are responsible for the maintenance, construction, and repair of city facilities, buildings, parks, and other city-owned properties. This work group included representation from leadership and management and the corresponding HR representatives. City leaders sought OHR's expertise with addressing recruitment and retention issues in a sustained, highly competitive environment for this type of work. Their request to OHR was to address these ongoing challenges with a citywide solution that included management participation and collaboration in decision making.

The purpose of this study was to review the classifications categorized as skilled or semiskilled trades in the maintenance and operations job family who perform construction and maintenance duties and responsibilities for new or existing city facilities. All individual contributor titles are non-exempt. For this purpose, trades refer to jobs that need varying levels of vocational education, trade school, apprenticeship program, or on-the-job training and are found in construction or facility maintenance industries. These jobs typically perform fieldwork in a variety of indoor and outdoor settings. Some classifications require state or city-issued licenses or certifications. The goals of this study include (1) to update the classification specifications to ensure their accuracy, (2) establish career ladders within the highest-skilled trades to establish means for building a talent pipeline, (3) create new classifications to better describe and organize certain types and levels of work, (4) abolish and consolidate certain non- or under-utilized titles, and (5) ensure the pay ranges are competitive to current market rates.

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."

See attached request.

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

Fiscal Impact:

Contract Amount (if applicable):

Draft Bill Attached?