

MEMORANDUM

REVISION 53 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: June 24, 2019

SUBJECT: Revision of Career Service Rule 7 Relating to Audits and Intern Pay

These Career Service Rule 7 revisions were approved by the Career Service Board on June 20, 2019 and are effective June 24, 2019. Please insert the following pages in your rule book as soon as possible. Thank you.

<u>Page Numbers to Remove</u>	<u>Page Numbers to Insert</u>
Page 7-4 Page issuance date: April 20, 2018	Page 7-4 Page issuance date: June 24, 2019
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or essential, and may include changes in location of work and changes in equipment and tools.

7-32 Allocation of New Positions

Every position covered by the classification and pay plan shall be allocated to a classification in that plan. Such allocation shall be made by the OHR on the basis of the predominant duties of the position and in accordance with generally accepted personnel standards and procedures and as set forth in this Rule 7.

7-33 Re-Allocation Of Existing Positions

- A. When the duties of an existing position are changed to the extent that the position is more similar to positions in other classifications than to positions in its current classification, the position should be re-allocated to a more appropriate classification in accordance with this Rule 7.
- B. In order to maintain the classification and pay plan, the OHR may re-allocate:
 - 1. Vacant positions on the basis of the essential duties of the position; and
 - 2. Filled positions by conducting audits or maintenance studies.

7-34 Audits

(Revised June 24, 2019; Rule Revision Memo 53D)

- A. An appointing authority may submit a request for, or the OHR may initiate, an audit of a filled position to determine if it is correctly classified, when there has been:
 - 1. A significant change in the type or level of duties and responsibilities;
 - 2. A re-organization affecting a number of employees, which may involve significant additions of new equipment, or substantial changes in methods or procedures; or
 - 3. A maintenance study resulting in changed classification specifications.
- B. Appointing authorities are encouraged to submit audit requests to the OHR as soon as possible after the duties of a position have been permanently changed. Requests must be made using the OHR Request for Classification Consideration form.
- C. When an appointing authority requests re-allocation of a position to a supervisory or managerial classification from a classification that is not a supervisory or managerial classification the request shall include a list of the position numbers, classification titles, and names of subordinate staff.

- D. Audit requests will not be granted in the following situations:
1. For limited positions that are not budgeted or not anticipated to be budgeted past the fiscal year in which the audit was requested;
 2. For on-call positions, unless re-allocation responsibility has been delegated to the appointing authority under the Progressive Classification Series Program;
 3. When there is a vacant position in the incumbent's work unit which is in the classification to which the audit request seeks to re-allocate the incumbent's position;
 4. For any positions currently included in a classification maintenance study, however an exception may be granted upon OHR Executive Director approval based on the circumstances surrounding the audit request;
 5. As an alternative to promotion;
 6. As a substitute for disciplinary procedure;
 7. The incumbent has not passed the applicable assessment or test for the proposed classification; or
 8. The incumbent has not completed the required training for the proposed classification.
- E. An employee may petition an appointing authority to reconsider a decision not to request an audit of the employee's position and may send a copy of the petition to the OHR Executive Director. The OHR may choose to initiate an audit or maintenance study if warranted under this Rule 7.
- F. Progressive Classification Series Program:
1. A progressive classification series consists of classifications where the levels of the duties are different, but the types of duties and nature of the work are the same. A progressive classification series typically consists of and is intended for non-exempt entry and development levels. It is used to re-allocate an employee in the progressive series who is fully performing at the higher level and has met the requirements to progress to the next level in the progressive series. Not only must the re-allocation factors and specific criteria for classification re-allocation be met, but the higher-level duties must also be assigned.
 2. Under the progressive classification series program, re-allocation responsibility is delegated by the OHR to an appointing authority. The OHR works with departments and agencies to develop appropriate re-allocation factors and specific criteria (e.g., minimum time in position requirements) which appointing authorities and/or supervisors use to make classification re-allocation recommendations.

3. Training and intern schedule: applicable to trainee or intern classifications; and (Revised June 24, 2019; Rule Revision Memo 53D)
 4. Exempt salary schedules: applicable to those classifications exempted from overtime under the FLSA.
- B. Each occupational group shall have one or more of these pay schedules assigned to it as appropriate.
- C. Classifications shall be assigned to a pay grade within the appropriate pay schedule.

Section 7-70 Pay and Benefit Survey Process

7-71 Establishing Pay for Classifications

- A. The pay for a classification shall be set at generally prevailing rates of pay for comparable jobs using the market survey process described below.
- B. The OHR shall perform an annual market analysis to determine what pay survey adjustments, if any, should be recommended for occupational groups and/or classifications covered by the classification and pay plan (as defined in this Rule 7).
- C. If market survey data are inadequate or inappropriate for a statistical analysis, pay for a classification will be determined based on internal relationship comparisons to other City and County of Denver classifications according to practices established by the OHR (see Appendix).

7-72 Market Surveys

In order to provide generally prevailing compensation to employees, the OHR shall use market surveys which include a sample of public and private sector employers and jobs throughout the local market or other appropriate geographical areas.

- A. Benchmark classifications shall be identified in each occupational group. Market data shall be used to analyze these classifications in order to determine what pay survey adjustments, if any, should be recommended.
- B. The local market shall be defined as the “Denver Metropolitan Area” which includes Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson counties.
- C. The use of other geographical area data will be determined on a case-by-case basis for a classification. When other geographic areas are selected to be used in a survey, several factors are considered such as, but not limited to, the market where such jobs are recruited for, comparable organizations, populations and cost of living factors.