

POSTING IS REQUIRED

Classification Notice No. 1362

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 1, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising Community Rate Schedule A. We are also changing the pay grades of Activities Leader I – Non Certified, Activities Leader II – Certified, Advanced Lifeguard, Fitness Instructor I – Non Certified, Fitness Instructor II – Certified, Lifeguard, Pool Supervisor, Sports Official I- Non Certified, Sports Official II – Certified. Lastly, we are changing the pay grade and job code of Television & Video Production Support Technician.

Career Service Authority (CSA) is recommending changes to the Community Rate, Schedule A pay table in order to better align the table with compensation best practices. As the pay table is currently structured, there is a 15% difference between the range minimums of each pay grade. The new pay table provides for a 7.25% difference between the range minimums of each pay grade. Additional pay grades were added to the Community Rate, Schedule A in order to better accommodate existing classifications and to provide more flexibility for adding classifications in the future. Classifications currently in the Community Rate, Schedule A pay table were moved into the new structure. In addition, the Television & Video Production Support Technician classification, which is used by Denver 8, was placed in the new structure.

Current Pay Grades and Ranges

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
111-Z	8.65	9.44	10.23	11.02	11.81
112-Z	9.95	10.85	11.77	12.67	13.58
113-Z	11.43	12.47	13.52	14.56	15.60
114-Z	13.14	14.34	15.55	16.75	17.95
115-Z	13.67	14.92	16.17	17.41	18.66
116-Z	20.49	22.36	24.24	26.11	27.98

Proposed Pay Grades and Ranges

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
110-Z	8.06	8.81	9.55	10.30	11.04
111-Z	8.65	9.45	10.25	11.05	11.85
112-Z	9.28	10.14	10.99	11.85	12.71
113-Z	9.95	10.87	11.79	12.71	13.63
114-Z	10.67	11.66	12.65	13.63	14.62
115-Z	11.44	12.50	13.56	14.61	15.67
116-Z	12.27	13.41	14.54	15.68	16.81
117-Z	13.16	14.38	15.60	16.81	18.03
118-Z	14.11	15.42	16.72	18.03	19.33
119-Z	15.13	16.53	17.93	19.33	20.73

120-Z	16.23	17.73	19.24	20.74	22.24
121-Z	17.41	19.02	20.63	22.24	23.85
122-Z	18.67	20.40	22.13	23.85	25.58
123-Z	20.02	21.87	23.73	25.58	27.43
124-Z	21.47	23.46	25.44	27.43	29.41
125-Z	23.03	25.16	27.29	29.42	31.55

PAY GRADE CHANGES

<u>Job Code</u>	<u>Classification Title:</u>	<u>Current Pay Grade/Range:</u>	<u>Proposed Pay Grade/Range:</u>
RG2110	Activities Leader I – Non-Certified	115-Z (\$13.67 – 18.66)	118-Z (\$14.11 – 19.33)
RG2109	Activities Leader II – Certified	116-Z (\$20.49 – 27.98)	123-Z (\$20.02 – 27.43)
RG2402	Advanced Lifeguard	112-Z (\$9.95 – 13.58)	113-Z (\$9.95 – 13.63)
RG2112	Fitness Instructor I – Non-Certified	115-Z (\$13.67 – 18.66)	118-Z (\$14.11 – 19.33)
RG2111	Fitness Instructor II – Certified	116-Z (\$20.49 – 27.98)	123-Z (\$20.02 – 27.43)
RG2401	Lifeguard	111-Z (\$8.65 – 11.81)	111-Z (\$8.65 – 11.85)
RG2403	Pool Supervisor	114-Z (\$13.14 – 17.95)	117-Z (\$13.16 – 18.03)
RG2121	Sports Official I – Non-Certified	115-Z (\$13.67 – 18.66)	118-Z (\$14.11 – 19.33)
RG2120	Sports Official II – Certified	116-Z (\$20.49 – 27.98)	123-Z (\$20.02 – 27.43)

JOB CODE & PAY GRADE CHANGE

<u>Current Job Code:</u>	<u>Proposed Job Code:</u>	<u>Classification Title:</u>
CG2071	RG2624	Television & Video Production Support Technician

<u>Current Pay Grade & Range:</u>	<u>Proposed Pay Grade & Range:</u>
615-G (\$38,615 – \$56,351)	122-Z (\$18.67 – 25.58)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday March 15, 2012 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Thursday, March 15, 2012**. 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 Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, March 13, 2012**.