

POSTING IS REQUIRED

Classification Notice No. 1386

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: May 23, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adopting the recommendations that arose from a citywide management study.

In order to attract and retain talent for management positions across the City, the Office of Human Resources (OHR) conducted a Management Study, beginning in the spring of 2011. There were two main objectives of the study: 1) to ensure that the pay for the City's management classes is competitive with the local and national markets and 2) to develop a management structure and series of classes that better describe the duties and responsibilities performed by incumbents in a variety of functional/operational areas.

In an effort to better meet the needs of City departments and agencies, OHR conducted the Management Study collaboratively with management representatives from a variety of departments/agencies. Team members were tasked with serving as technical advisors and representing the perspective and needs of their departments/agencies.

First, the Management Study Team planned and developed a management structure consisting of three general management levels: Manager (first level manager), Director (middle level manager), and Executive (top level manager). The Team also identified consistent duties and responsibilities for each management level that are applicable to a variety of functional and operational areas. These consistent duties and responsibilities were then used in the development of the job analysis questionnaire.

Next, the Team created a job analysis questionnaire that was distributed to all management employees to complete. The Team then reviewed completed questionnaires to determine the appropriate level for each employee. Sub-committees were created, consisting of agency representatives, Management Study Team members, and OHR staff. Additionally, three teams of subject matter experts were created to review questionnaires in the specialized areas of Engineering, Information Technology, and Finance. As part of this process, departments and agencies were asked to make recommendations for individual classes they were interested in creating.

Based on feedback from departments and agencies and the work of the sub-committees, OHR created 14 new manager level classes, 24 new director level classes, and seven new executive level classes. OHR also conducted a pay analysis to determine the appropriate pay grades for these new classes. In developing pay grade recommendations for the general Manager and Director classes in the Professional occupational group, it was determined that pay grade changes were warranted for the Administrator II and the Administrator III classes.

Finally, OHR held meetings with Appointing Authorities to share the final results and solicit concerns or comments on the recommendations.

NEW CLASS

<u>Classification Title:</u>	<u>Pay Grade & Range</u>
Recreation Director	814-A (74025-118440)
Human Resources Manager	814-A (74025-118440)
Library Manager	814-A (74025-118440)
Manager	814-A (74025-118440)
Manager	814-A (74025-118440)
Manager	814-A (74025-118440)
Manager of Airport Security	814-A (74025-118440)

Manager of Airside Operations	814-A (74025-118440)
Manager of Aviation Operations	814-A (74025-118440)
Purchasing Manager	814-A (74025-118440)
Director of Natural Resources	815-A (79133-126613)
Director	816-A (84593-135349)
Director	816-A (84593-135349)
Director	816-A (84593-135349)
Director of Airport Security	816-A (84593-135349)
Director of Airside Operations	816-A (84593-135349)
Director of Aviation Operations	816-A (84593-135349)
Director of Facilities Management	816-A (84593-135349)
Director of Fleet Maintenance	816-A (84593-135349)
Director of Golf	816-A (84593-135349)
Director of Parks	816-A (84593-135349)
Director of Purchasing	816-A (84593-135349)
Library Director	816-A (84593-135349)
Director of Emergency Communication Center	817-A (90430-144688)
Director of Solid Waste	817-A (90430-144688)
Director of Street Maintenance	817-A (90430-144688)
Director of Traffic Operations	817-A (90430-144688)
City Librarian	819-A (103340-165344)
Senior Public Works Director	819-A (103340-165344)
Deputy Manager of Aviation	821-A (118092-188947)
Executive Director of Human Resources	821-A (118092-188947)
Manager	817-E (84697-135515)
Director of Environmental Programs	818-E (90541-144866)
Director	819-E (96788-154861)
Director of Airport Planning and Noise	819-E (96788-154861)
Engineer/Architect Manager	819-E (96788-154861)
Senior Engineer/Architect Manager	820-E (103466-165546)
Engineer/Architect Director	821-E (110605-176968)
Principal Project Manager	821-E (110605-176968)
Engineer/ Architect Executive	823-E (126395-202232)
City Engineer	824-E (135116-216186)
Information Technology Manager	816-I (83228-132847)
Senior Information Technology Manager	818-I (95130-151839)
Information Technology Director	820-I (108729-173522)
Information Technology Executive	822-I (124266-198295)
Assistant Chief Paramedic	813-O (75276-102442)
Financial Manager	815-V (78557-125691)
Financial Director	817-V (89771-143634)
Financial Executive	819-V (102587-164139)

Title and Pay Grade Change

<u>Current Class Title</u>	<u>New Title</u>
Director of Aviation Maintenance	Senior Director of Aviation Infrastructure Maintenance
<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
817-A (90430-144688)	818-A (96670-154672)

Pay Grade Change

<u>Classification Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
Recreation Manager	811-A (60596-96954)	812-A (64777-103643)
Administrator II	812-A (64777-103643)	813-A (69247-110795)
Administrator III	814-A (74025-118440)	815-A (79133-126613)
Administrator III	814-A (74025-118440)	815-A (79133-126613)
City Controller	818-V (95965-153544)	819-V (102587-164139)

Abolishments

<u>Classification Title</u>
Senior Curator
Social Case Worker Manager
Assistant Chief of Operations
Deputy Manager of Aviation for Air Service Development, Marketing, and Public/Government Affairs
Deputy Manager of Aviation for Finance and Administration
Deputy Manager of Aviation for Maintenance, Planning, and Engineering
Deputy Manager of Aviation for Operations
Information Technology Supervisor
Information Technology Supervisor
Information Technology Division Director
Information Technology Division Director
Agency Controller
Agency Controller
Agency Controller
Department Controller

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 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.”

The Office of Human Resources 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 June 6, 2013 5:00 pm.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Heather Britton heather.britton@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Friday, May 31, 2013**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Monday, June 3, 2013**.