

POSTING IS REQUIRED

Classification Notice No. 1513

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: March 2, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the Short Range, Community Rate and Training & Intern pay schedules to coincide with the State increase in minimum wage.

The State of Colorado approved an increase of the state's minimum wage for 2016 from \$8.23 per hour to \$8.31 per hour. In order to align with this change, a review of the Classification and Pay Plan indicated six classifications that fall below the new minimum wage as of January 1, 2016. These classifications are Recreation Aide, Golf Starter/Ranger, Recreation Assistant, Usher, Mayor's Youth Worker and Recreation Trainee. In order to align with the new minimum wage rate, changes to the impacted pay grades in the Short Range Salary Schedule, Community Rate Salary Schedule and Training and Intern Salary Schedule are being proposed.

REVISED PAY SCHEDULE

Short Range Schedule

	Pay Grade	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
Current	212-Y	\$8.23	\$8.48	\$8.73	\$8.97	\$9.22
Proposed	212-Y	\$8.31	\$8.56	\$8.81	\$9.06	\$9.31
Current	310-Y	\$8.23	\$8.80	\$9.37	\$9.93	\$10.50
Proposed	310-Y	\$8.31	\$8.88	\$9.46	\$10.03	\$10.60

Community Rate Schedule

	Pay Grade	Range Minimum	2nd Sector Minimum	3rd Sector Minimum	4th Quartile Minimum	Range Maximum
Current	110-Z	\$8.23	\$8.99	\$9.76	\$10.52	\$11.28
Proposed	110-Z	\$8.31	\$9.08	\$9.85	\$10.62	\$11.38
Current	310-Z	\$8.23	\$9.84	\$11.44	\$13.05	\$14.65
Proposed	310-Z	\$8.31	\$9.93	\$11.55	\$13.17	\$14.79

Training & Intern Schedule

	Pay Grade	Rate
Current	402-A	\$8.23
Proposed	402-A	\$8.31
Current	403-A	\$8.23
Proposed	403-A	\$8.31

PAY RATE OR PAY RANGE CHANGE

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Present Pay Grade:</u>	<u>Proposed Pay Grade and Range:</u>
CG2115	Recreation Aide	212-Y (\$8.23 - \$9.22)	212-Y (\$8.31 - \$9.31)
CG2378	Golf Starter/Ranger	310-Y (\$8.23 - \$10.50)	310-Y (\$8.31 - \$10.60)
RG2909	Recreation Assistant	110-Z (\$8.23 - \$11.28)	110-Z (\$8.31 - \$11.38)
RG2347	Usher	310-Z (\$8.23 - \$14.65)	310-Z (\$8.31 - \$14.79)
TA1585	Mayor's Youth Worker	402-A (\$8.23)	402-A (\$8.31)
TA2585	Recreation Trainee	403-A (\$8.23)	403-A (\$8.31)

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 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 17 at 9:00 a.m.** 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 Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, March 16, 2016**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday March 15, 2016**.