

POSTING IS REQUIRED

Classification Notice No. 1536

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: March 2, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the Community Rate and Training & Intern pay schedules to coincide with the State increase in minimum wage, and also abolishes certain pay grades and associated ranges. We are also moving all classes in Short Range to Community Rate.

The State of Colorado approved an increase of the state's minimum wage for 2017 from \$8.31 per hour to \$9.30 per hour. Subsequent increases will be in \$0.90 per hour increments annually until minimum wage reaches \$12.00 per hour effective January 1, 2020, and then will be adjusted based on a cost of living calculation thereafter.

In order to align with this change, a review of the current pay ranges was done to comply with the minimum wage increase.

First, it was found that two pay grades in the Training & Intern Schedule were below the \$9.30. Within these pay grades, two classes were affected: Mayor's Youth Worker and Recreation Trainee. We are changing the rate of pay grade 403-A from \$8.31 per hour to \$9.30 per hour. It is recommended to move Mayor's Youth Worker from 402-A to pay grade 403-A so it is no longer below minimum wage. Lastly, we are abolishing pay grade 402-A since the range will not have a classification tied to it.

Secondly, we are recommending to abolish pay grade 110-Z and 310-Z since there is only one classification in each of these pay grades and the range minimums are below minimum wage. We are increasing pay grade 111-Z to reflect the minimum wage increase and changed the pay grade of Recreation Assistant from 110-Z to 111-Z. Usher is currently in pay grade 310-Z and is moving to pay grade 111-Z as well. Both of these recommendations are based upon a midpoint-to-midpoint match.

Lastly, a review of the Short Range schedule determined that it would be an administrative burden to continue to revise two pay schedules where the classifications perform similar type and level of duties and are seasonal or on-call employees. It is therefore recommended to simplify our pay schedules by removing all classifications that currently reside in the Short Range schedule and move them into the Community Rate schedule. Because the short range schedule will now be vacant, we are recommending to abolish the entire short range schedule. These proposals are based upon a midpoint-to-midpoint match. The classes that are recommended to move from Short Range to Community Rate include Golf Cart Attendant, Library Aide, Park Seasonal Laborer, Golf Starter and Ranger, and Boating Ranger.

REVISED PAY SCHEDULES

Training & Intern Schedule

	Pay Grade	Rate
Current	403-A	\$8.31
Proposed	403-A	\$9.30

Community Rate Schedule

	Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
Current	111-Z	\$8.75	\$9.56	\$10.37	\$11.18	\$11.99
Proposed	111-Z	\$9.30	\$10.16	\$11.02	\$11.88	\$12.74

ABOLISHED PAY GRADES & ASSOCIATED RANGES

Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
110-Z	\$8.31	\$9.08	\$9.85	\$10.61	\$11.38
310-Z	\$8.31	\$9.93	\$11.55	\$13.17	\$14.79

	Pay Grade	Rate
Current	402-A	\$8.31

ABOLISHED PAY SCHEDULE (Short Range)

Pay Grade	Range Minimum	2nd Quartile	Range Midpoint	4 th Quartile	Range Max
212-Y	8.31	8.56	8.81	9.06	9.31
215-Y	8.58	8.84	9.10	9.35	9.61
216-Y	8.79	9.05	9.32	9.58	9.84
217-Y	9.01	9.28	9.55	9.82	10.09
218-Y	9.24	9.52	9.80	10.07	10.35
219-Y	9.47	9.76	10.04	10.33	10.61
220-Y	9.71	10.00	10.30	10.59	10.88
221-Y	9.95	10.25	10.55	10.84	11.14
225-Y	10.99	11.32	11.65	11.98	12.31
226-Y	11.26	11.60	11.94	12.27	12.61
310-Y	8.31	8.88	9.46	10.03	10.60
323-Y	14.69	15.70	16.72	17.73	18.74

PAY RATE OR PAY RANGE CHANGE

<u>Current Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade and Range:</u>
TA1585	Mayor's Youth Worker	402-A (\$8.31)	403-A (\$9.30)
TA2585	Recreation Trainee	403-A (\$8.31)	403-A (\$9.30)
CG2943	Golf Cart Attendant	212-Y (\$8.31/\$8.81/\$9.31)	111-Z (\$9.30/\$11.02/\$12.74)
LG2888	Library Aide	212-Y (\$8.31/\$8.81/\$9.31)	112-Z (\$9.38/\$11.12/\$12.85)
CG2113	Park Seasonal Laborer	225-Y (\$10.99/\$11.65/\$12.31)	113-Z (\$10.06/\$11.92/\$13.78)
CG2378	Golf Starter and Ranger	310-Y (\$8.31/\$9.46/\$10.60)	111-Z (\$9.30/\$10.37/\$12.74)
CG1844	Boating Ranger	323-Y (\$14.69/\$16.72/\$18.74)	118-Z (\$14.27/\$16.91/\$19.25)
RG2909	Recreation Assistant	110-Z (\$8.31/\$9.85/\$11.38)	111-Z (\$9.30/\$11.02/\$12.74)
RG2401	Lifeguard	111-Z (\$8.75/\$10.37/\$11.99)	111-Z (\$9.30/\$11.02/\$12.74)
RG2347	Usher	310-Z (\$8.31/\$11.55/\$10.60)	111-Z (\$9.30/\$11.02/\$12.74)

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 16, 2017 at 9:00 AM** 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 Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Wednesday, March 15, 2017**. 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 14, 2017**.