

POSTING IS REQUIRED

Classification Notice No. 1551

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 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. The proposed change also abolishes certain pay grades and adjusts the pay grade for certain classifications.

The State of Colorado approved an increase of the state's minimum wage for 2018 from \$9.30 per hour to \$10.20 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.

A review of the current pay ranges was done to comply with the minimum wage increase.

It was found that three pay grades in the Training & Intern Schedule were below the \$10.20. We are changing the rate of pay grade A-403, C-402 and J-403 to \$10.20 per hour. Within these pay grades, the following five classes are affected: Mayor's Youth Worker, Cooperation Trainee, Office Occupations Trainee, Custodial Trainee, and Recreation Trainee. Mayor's Youth Worker is the only classification with employees currently in the class.

We are also recommending to abolish multiple pay grades where the minimum of the pay range is below the minimum wage and there are no classifications tied to the pay grades. These pay grades are E-600, E-601, J-600, J-601, L-600, N-600, N-601, and V-600. Additionally, we are recommending to abolish Z-111, Z-112 and C-600 because their minimum pay rate falls below the new minimum wage rate. Current classifications tied to Z-111 will move to pay grade Z-113. OHR is proposing to move Golf Sales Associate from Z-112 to pay grade Z-114 because it should remain higher than the Golf Starter/Ranger and Golf Cart Attendant because the level of duties are more complex. It is also recommended to move Golf Pro Shop Assistant from C-600 to C-603. This position oversees the Golf Sales Associate and placing it in C-603 will maintain the current percent difference between the classes. Library Aide will move from Z-112 to Z-113.

Lastly, we are increasing the pay range of pay grade Z-113 to reflect the minimum wage increase. Park Seasonal Laborer is currently tied to this pay grade.

REVISED PAY SCHEDULES

Training & Intern Schedule

	Pay Grade	Rate
Current	A-403	\$9.30
Proposed	A-403	\$10.20

	Pay Grade	Rate
Current	C-402	\$9.53
Proposed	C-402	\$10.20

	Pay Grade	Rate
Current	J-403	\$9.91
Proposed	J-403	\$10.20

Community Rate Schedule

	Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
Current	Z-113	\$10.06	\$10.99	\$11.92	\$12.85	\$13.78
Proposed	Z-113	\$10.20	\$11.14	\$12.09	\$13.03	\$13.97

ABOLISHED PAY GRADES & ASSOCIATED RANGES

Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
C-600	\$10.02	\$11.17	\$12.33	\$13.48	\$14.63
E-600	\$9.57	\$10.67	\$11.77	\$12.87	\$13.97
E-601	\$10.01	\$11.16	\$12.31	\$13.46	\$14.61
J-600	\$9.55	\$10.65	\$11.75	\$12.84	\$13.94
J-601	\$9.98	\$11.13	\$12.28	\$13.42	\$14.57
L-600	\$10.16	\$11.32	\$12.49	\$13.66	\$14.83
N-600	\$9.69	\$10.81	\$11.92	\$13.04	\$14.15
N-601	\$10.13	\$11.30	\$12.46	\$13.63	\$14.79
V-600	\$10.10	\$11.27	\$12.43	\$13.59	\$14.75
Z-111	\$9.30	\$10.16	\$11.02	\$11.88	\$12.74
Z-112	\$9.38	\$10.25	\$11.12	\$11.98	\$12.85

PAY RATE OR PAY RANGE CHANGE

CLASS CODE	CLASSIFICATION TITLE	Total # of Employees	CURRENT PAY GRADE & RANGE	PROPOSED PAY GRADE & RANGE
TA1585	Mayor's Youth Worker	11	A-403 (\$9.30)	A-403 (\$10.20)
TC0004	Cooperation Trainee	0	C-402 (\$9.53)	C-402 (\$10.20)
TC0005	Office Occupations Trainee	0	C-402 (\$9.53)	C-402 (\$10.20)
TJ1876	Custodial Trainee	0	J-403 (\$9.91)	J-403 (\$10.20)
TA2585	Recreation Trainee	0	A-403 (\$9.30)	A-403 (\$10.20)
RG2944	Golf Sales Associate	53	Z-112 (\$9.38-\$11.12-\$12.85)	Z-114 (\$10.79-\$12.79-\$14.78)
CG2378	Golf Starter/Ranger	34	Z-111 (\$9.30-\$10.37-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)
CG2943	Golf Cart Attendant	35	Z-111 (\$9.30-\$11.02-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)
CC2526	Golf Pro Shop Assistant	5	C-600 (\$10.02-\$12.33-\$14.63)	C-603 (\$11.46-\$14.10-\$16.73)
LG2888	Library Aide	8	Z-112 (\$9.38-\$11.12-\$12.85)	Z-113 (\$10.20-\$12.09-\$13.97)
CG2113	Park Seasonal Laborer	171	Z-113 (\$10.06-\$11.92-\$13.78)	Z-113 (\$10.20-\$12.09-\$13.97)
RG2909	Recreation Assistant	324	Z-111 (\$9.30-\$11.02-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)
RG2401	Lifeguard	392	Z-111 (\$9.30-\$11.02-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)
RG2347	Usher	79	Z-111 (\$9.30-\$11.02-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)

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 Executive Director of the Office of Human Resources 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, November 16, 2017 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Wednesday, November 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, November 14, 2017**.