

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

***\*All fields must be completed.\****

*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: **November 17, 2011**

Please mark one: ☒ **Bill Request** or ☐ **Resolution Request**

1. Has your agency submitted this request in the last 12 months?

☐ Yes ☒ No

If yes, please explain:

2. Title: **Approve classification notice # 1351 & #1352.**

Career Service Authority respectfully requests that this go on Consent the week of November 28, 2011 through December 2, 2011. If not approved for Consent, we request this go to General Government Committee on December 7, 2011.

3. Requesting Agency: Career Service Authority

4. Contact Person: *(with actual knowledge of proposed ordinance)*

- Name: Alena Martinez
- Phone: 720-913-5726
- Email: [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org)

5. Contact Person: *(with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)*

- Name: Bruce Backer/Melissa Fisher
- Phone: 720-913-5643/720-913-5663
- Email: [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org)/[melissa.fisher@denvergov.org](mailto:melissa.fisher@denvergov.org)

6. General description of proposed ordinance including contract scope of work if applicable:

1. **Classification Notice #1351 – City Council Legislative Analyst (812-A)** is a new class. **Professional Services Supervisor (811-A)** is recommended for abolishment. At the request of the City Council Executive Director, Career Service Authority (CSA) created a new classification, City Council Legislative Analyst. The City Council Legislative Analyst will replace the use of the Professional Services Supervisor classification, which no longer accurately describes the duties performed by its incumbents. It is recommended to abolish the Professional Service Supervisor as the classification is no longer used within the City's Classification and Pay Plan. The General Statement of Duties for the City Council Legislative Analyst states that incumbents in the classification perform advanced, specialized professional level work coordinating and managing the City's legislative process and City Council committee meetings. In addition, the City Council Legislative Analyst is responsible for performing research and analysis into complex policy issues, making recommendations and providing advice to City Council members on existing and proposed legislation. Finally, the City Council Legislative Analyst functions as a technical expert on the City's legislative process by advising City Council members, city employees, and the public on legislative processes and procedures. There is no budget impact.
2. **Classification Notice #1352 – Lead Information Technology Technician (620-I)** is a new class. Technology Services requested that Career Service Authority (CSA) create a new classification, Lead Information Technology (IT) Technician. A recent reorganization of the Information Systems and Customer Support division of Technology Services increased the number of employees assigned to work the Service Desk from 12 to 19. The Service Desk operates 24/7 and "provides phone-based and remote computer support for desktops, laptops, and other peripherals that are essential to City employees." The following classifications are assigned to work the Service Desk: six Senior IT Technicians, eleven Associate IT Technicians, one Staff IT Technician, and one Computer Operator. The Lead IT Technician will assist the IT Technician Supervisor by performing lead work over

employees assigned to work in the 24/7 environment. Along with performing full performance information technology technical work in a help desk setting, the Lead IT Technician will assist with assigning and reviewing work, providing work instruction, and providing feedback on employee performance. There is no budget impact.

***Please include the following:***

- a. Duration:**
- b. Location:**
- c. Affected Council District:**
- d. Benefits:**
- e. Costs:**

- 7. Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?) **Please explain.**

None known

## **POSTING IS REQUIRED**

### **Classification Notice No. 1351**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: November 1, 2011  
Subject: Proposed Change to the Classification and Pay Plan

### **The proposed change amends the Classification and Pay Plan by adding City Council Legislative Analyst (812-A) and deleting Professional Services Supervisor (811-A).**

At the request of the City Council Executive Director, Career Service Authority (CSA) created a new classification, City Council Legislative Analyst. The City Council Legislative Analyst will replace the use of the Professional Services Supervisor classification, which no longer accurately describes the duties performed by its incumbents. It is recommended to abolish the Professional Service Supervisor as the classification is no longer used within the City's Classification and Pay Plan.

### **NEW CLASS**

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
YA2457	City Council Legislative Analyst	812-A (\$64,030 to \$102,184)

### **ABOLISHMENT**

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
YA1149	Professional Services Supervisor	811-A (\$59,897 to \$95,590)

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 November 17, 2011 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](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Tuesday, November 15, 2011**. 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](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, November 15, 2011**.

**NEW CLASS**

<u>Job Code</u> YA2457	<u>Classification Title</u> City Council Legislative Analyst	<u>Pay Grade</u> 812-A (\$64,030 to \$102,184)	
<u>Supervisory Level:</u> 3 – None/Incidental	<u>EEO Code:</u> 2-Professionals	<u>Medical Group:</u> S-Sedentary	<u>FLSA:</u> Exempt

**ABOLISHMENT**

<u>Job Code</u> YA1149	<u>Classification Title</u> Professional Services Supervisor	<u>Pay Grade</u> 811-A (\$59,897 to \$95,590)	
<u>Supervisory Level:</u> 6 - First Level Supervisor	<u>EEO Code:</u> 2-Professionals	<u>Medical Group:</u> S-Sedentary	<u>FLSA:</u> Exempt

Synopsis:

At the request of the City Council Executive Director, Career Service Authority (CSA) created a new classification, City Council Legislative Analyst. The City Council Legislative Analyst will replace the use of the Professional Services Supervisor classification, which no longer accurately describes the duties performed by its incumbents. It is recommended to abolish the Professional Service Supervisor as the classification is no longer used within the City's Classification and Pay Plan.

The General Statement of Duties for the City Council Legislative Analyst states that incumbents in the classification perform advanced, specialized professional level work coordinating and managing the City's legislative process and City Council committee meetings. In addition, the City Council Legislative Analyst is responsible for performing research and analysis into complex policy issues, making recommendations and providing advice to City Council members on existing and proposed legislation. Finally, the City Council Legislative Analyst functions as a technical expert on the City's legislative process by advising City Council members, city employees, and the public on legislative processes and procedures.

Pay Rationale:

A combination of market data and internal relationships was used to determine the appropriate pay grade for the City Council Legislative Analyst. The average range midpoint for the market is \$81,258, which corresponds to the midpoint of pay grade 812-A (\$64,030 to \$102,184), which is \$83,107. This provides a percent difference of 2.28%. The average actual pay rate for the market is \$81,711. This provides a percent difference of 1.71% when compared to the midpoint of pay grade 812-A. Taking into consideration both the market average range midpoint and the market average actual pay rate, it is recommended to place the City Council Legislative Analyst at 812-A.

Placing the City Council Legislative Analyst at 812-A would create an internal relationship to the Management Analyst IV. The Management Analyst IV, which is at 812-A (\$64,030 to \$102,184), is a benchmark classification. The City Council Legislative Analyst performs similar duties to the Management Analyst IV, in that both classifications perform specialized analytical work either at the department or citywide level. While the duties performed by the City Council Legislative Analyst are similar in type and nature to the Management Analyst IV, an employee classified as a City Council Legislative Analyst is expected to possess subject matter expertise in the legislative process. The City Council Legislative Analyst and the Management Analyst IV require the same level of decision making authority and level of communications. Finally, both classifications require the same level of education and experience.

Employee Impact:

Three employees will be moved from the Professional Services Supervisors into the City Council Legislative Analyst.

Budget Impact:

None

Organizational Data:

The City Council Legislative Analyst reports to the Executive Director of City Council Staff.

Proposed Effective Date:

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 reallocations shall be the beginning of the first work week following approval by the Board.

## **POSTING IS REQUIRED**

### **Classification Notice No. 1352**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: November 1, 2011  
Subject: Proposed Change to the Classification and Pay Plan

### **The proposed change amends the Classification and Pay Plan by adding Lead Information Technology Technician (620-I).**

Technology Services requested that Career Service Authority (CSA) create a new classification, Lead Information Technology (IT) Technician. A recent reorganization of the Information Systems and Customer Support division of Technology Services increased the number of employees assigned to work the Service Desk from 12 to 19. The Service Desk operates 24/7 and "provides phone-based and remote computer support for desktops, laptops, and other peripherals that are essential to City employees." The following classifications are assigned to work the Service Desk: six Senior IT Technicians, eleven Associate IT Technicians, one Staff IT Technician, and one Computer Operator. The Lead IT Technician will assist the IT Technician Supervisor by performing lead work over employees assigned to work in the 24/7 environment. Along with performing full performance information technology technical work in a help desk setting, the Lead IT Technician will assist with assigning and reviewing work, providing work instruction, and providing feedback on employee performance.

### **NEW CLASS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade</u></b>
CI2456	Lead Information Technology Technician	620-I (\$48,783 to \$71,229)

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 November 17, 2011 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](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Tuesday, November 15, 2011**. Please include a contact name and phone number so that we may respond directly.

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NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CI2456	Lead Information Technology Technician	620-I (\$48,783 to \$71,229)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
2 – Leadworker	3-Technician	S-Sedentary	Non-exempt

Synopsis:

Technology Services requested that Career Service Authority (CSA) create a new classification, Lead Information Technology (IT) Technician. A recent reorganization of the Information Systems and Customer Support division of Technology Services increased the number of employees assigned to work the Service Desk from 12 to 19.

The Service Desk operates 24/7 and “provides phone-based and remote computer support for desktops, laptops, and other peripherals that are essential to City employees.” The following classifications are assigned to work the Service Desk: six Senior IT Technicians, eleven Associate IT Technicians, one Staff IT Technician, and one Computer Operator.

The Lead IT Technician will assist the IT Technician Supervisor by performing lead work over employees assigned to work in the 24/7 environment. Along with performing full performance information technology technical work in a help desk setting, the Lead IT Technician will assist with assigning and reviewing work, providing work instruction, and providing feedback on employee performance.

Pay Rationale:

It is typical CSA compensation practice to place lead workers one pay grade higher than the highest classification it is leading. Based on this practice, it is appropriate to place the Lead Information Technology Technician at 620-I, since this classification is responsible for performing lead work over the Senior Information Technology Technician, which is at 619-I.

Employee Impact:

None – Technology Services will provide an internal promotional opportunity to employees.

Budget Impact:

None

Organizational Data:

The Lead Information Technology Technician reports to the Information Technology Technician Supervisor, who reports to the Manager 1.

Proposed Effective Date:

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 reallocations shall be the beginning of the first work week following approval by the Board.