

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **July 1, 2022**

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

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
- Dedication/Vacation** **Appropriation/Supplemental** **DRMC Change**
- Other: Classification & Pay Plan Update**

2. Title: Approves Classification Notices #1703, #1704, #1705, #1706, #1707, #1708, #1709, #1710, #1711, #1712, #1713, #1714, #1715, #1716, and #1720.

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Blair Malloy	Name: Blair Malloy
Email: Blair.Malloy@denvergov.org	Email: Blair.Malloy@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

To: Denver City Council

From: Kathy Nesbitt, OHR Executive Director
Nicole de Gioia-Keane, Classification and Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: July 1, 2022

Subject: Changes to the Classification & Pay Plan Not Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of January 2022 through June 2022.

For this timeframe, there are 15 on 06/30/22 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1703 – Correctional Services series
- Classification Notice 1704 – Trades Apprentice
- Classification Notice 1705 – Real Property Appraiser Staff
- Classification Notice 1706 – Venue Video Technician
- Classification Notice 1707 – Emergency Service Worker Lead
- Classification Notice 1708 – Forensic Autopsy series
- Classification Notice 1709 – Environmental Public Health Administrator series
- Classification Notice 1710 – Environmental Public Health Manager
- Classification Notice 1711 – Emergency Management Specialist Senior
- Classification Notice 1712 – Correctional Case Specialist series
- Classification Notice 1713 – Air Service Development Manager
- Classification Notice 1714 – Nuclear Medicine Technologist
- Classification Notice 1715 – Ramp Tower Supervisor
- Classification Notice 1716 – Therapists
- Classification Notice 1720 – Statistical Researcher series

The next submission will be in January 2023 for small-impact changes provisionally approved by the OHR Executive Director for the period of June 2022 through December 2022.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1703

To: Agency Heads and Employees
From: Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors
Date: December 23, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classifications of Correctional Services Specialist I, Correctional Services Specialist II, and Correctional Services Supervisor.

The Department of Safety, Community Corrections Agency has requested new classifications related to court-ordered custody for the non-residential community-based program. It is anticipated that the need for these positions will expand significantly in the next few years.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CN3354	Correctional Services Specialist I	NE-11 (\$21.28-\$26.60-\$31.92)
CN3355	Correctional Services Specialist II	NE-13 (\$23.91-\$29.88-\$35.86)
CN3356	Correctional Services Supervisor	EX-07 (\$52,523-\$69,593-\$86,664)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, January 06, 2021**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1704

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 04, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Trades Apprentice (CJ2607).

The Trades Apprentice classification is used for a formal apprentice program consisting of classroom and on-the-job training for individuals interested in pursuing a career as a carpenter, electrician, HVAC specialist, painter or plumber. This is a proposal to update the pay grade based on the recently implemented skilled trades classification study.

PAY GRADE AND RANGE CHANGES

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CJ2607	Trades Apprentice	NE-08 – (\$18.22 - \$22.78 - \$27.33)	NE-10 – (\$20.47 - \$25.59 - \$30.71)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 17, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1705

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 25, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Real Property Appraiser Staff (CV2055).

The Office of Human Resources Classification and Compensation Division conducted a review of all classifications citywide to ensure compliance with the Fair Labor Standards Act (FLSA). Working with the City Attorney’s Office, certain classifications were identified to change pay grades from non-exempt to exempt based upon the administrative exemption of the FLSA. The Real Property Appraiser Staff classification was identified through this review and is recommended to change from a non-exempt to an exempt pay grade and includes several minor job specification edits.

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Real Property Appraiser Staff	NE-11 (\$21.70-\$27.13-\$32.55)	EX-05 (\$45,931-\$60,858-\$75,786)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 10, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1706

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 04, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Venue Video Technician (CJ3368).

The OHR Classification and Compensation Division has been working with Denver Arts and Venues (AVD) in creating a new classification of Venue Video Technician that will be responsible for performing intermediate level work setting up, operating, and striking all equipment used in the studio for video filming, recording, and distribution.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3368	Venue Video Technician	NE-17 (\$30.18-\$38.48-\$46.78)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 17, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1707

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 11, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Emergency Service Worker Lead (CJ3373).

In 2020, the city established the Emergency Service Worker classification to provide then-emerging COVID-19 operational support in a variety of positions. As the pandemic continues, the city has reorganized and streamlined the duties and competencies required for these positions. The current operating model includes a dedicated Leadworker position, which is the basis for the proposed classification, Emergency Service Worker Lead. This new classification will create a new series and provide an opportunity for management to better align the classification and compensation of these positions to support COVID-19 operations.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3373	Emergency Service Worker Lead	NE-09 (\$19.31-24.14-28.97)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 24, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1708

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 11, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Forensic Autopsy Supervisor and Forensic Autopsy Technician.

To attract and retain qualified employees, the Office of the Medical Examiner (OME) has requested a review of the Forensic Autopsy classifications. It is proposed to increase the pay grades of the Forensic Autopsy Technician and Forensic Autopsy Supervisor classifications to ensure internal equity to other classifications within this division.

PAY GRADE AND RANGE CHANGES

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CE2689	Forensic Autopsy Supervisor	EX-08 (\$57,860-76,664-95,469)	EX-10 (\$67,488-89,421-111,355)
CE2660	Forensic Autopsy Technician	NE-12 (\$23.00-28.75-34.5)	NE-16 (\$28.47-36.30-44.13)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 24, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1709

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 11, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the job titles of Environmental Administrator, Environmental Administrator Senior, and Environmental Programs Director.

It is proposed to change the titles of three classifications whose primary duties are performing environmental and/or public health. These title changes will better align and describe the duties and responsibilities of these classifications to the positions. Additionally, minor edits to the classification specification were made to better describe the work performed by incumbents of these classifications. There are no proposed changes to pay grades at this time.

JOB TITLE CHANGES

<u>Job Code</u>	<u>Current Classification Job Title</u>	<u>Proposed Classification Title</u>
CE2894	Environmental Administrator	Environmental Public Health Administrator
CE2895	Environmental Administrator Senior	Environmental Public Health Administrator Senior
CE2778	Environmental Programs Director	Airport Environmental Director

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 24, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1710

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 11, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Environmental Public Health Manager.

A study was recently conducted to ensure consistent application of certain Environmental Public Health classifications to certain positions. One of the study's findings is to modify the pay grade of the Environmental Public Health Manager to ensure the pay grade is aligned to other similar classifications across the city.

PAY GRADE CHANGE

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CE2271	Environmental Public Health Manager	EX-14 (\$91,816-121,656-151,496)	EX-15 (\$99,162-131,389-163,617)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 24, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1711

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 11, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Emergency Management Specialist Senior.

The Office of Human Resources Classification and Compensation Division has been working with the Office of Emergency Management to create a career ladder for the Emergency Management Specialist classification to reduce turnover from within and outside of the City. Market data supports an additional level of Emergency Management classification. OEM is requesting a senior level classification.

NEW CLASSIFICATION

<u>Current Classification Title</u>	<u>Proposed Pay Grade & Range</u>
Emergency Management Specialist Senior	EX-13 (\$85,015 - \$112,645 - \$140,275)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 24, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1712

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 11, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Correctional Case Specialist I and Correctional Case Specialist II.

The Department of Safety, Community Corrections Agency has requested new classifications related to court-ordered custody for non-residential community-based programs. It is anticipated that the need for these positions will expand significantly in the next few years.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CN3352	Correctional Case Specialist I	NE-13 (\$24.38-\$30.48-\$36.57)
CN3353	Correctional Case Specialist II	NE-14 (\$25.34-\$32.31-\$39.28)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 24, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1713

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 11, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Air Service Development Manager.

The Denver International Airport requested a review of the Air Service Development Manager’s classifications pay range and based upon review of the market data it is recommended to increase the pay grade from EX-15 to EX-16.

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Air Service Development Manager	EX-15 (\$99,160 - \$131,289.50 - \$163,617)	EX-16 (\$105,111 - \$141,900 - \$178,689)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 24, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1714

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 11, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Nuclear Medicine Technologist.

Denver Health Medical Center informed the Office of Human Resources that the city's pay range for the Nuclear Medicine Technologist classification was lagging the hospital's pay range and requested that the Office of Human Resources conduct a pay study.

Per the city's operational agreement with the hospital and a review of the available market data, it is recommended that the city's pay grade be increased by one (1) pay grade in order to align with the hospital's pay range mid-point of \$41.11, which is a 0.78% difference at the mid-points.

PAY GRADE AND RANGE CHANGES

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CO2684	Nuclear Medicine Technologist	NE-17 30.18 – 38.48 – 46.78	NE-18 31.99 – 40.79 – 49.58

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 24, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1715

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 01, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Ramp Tower Supervisor.

The Denver International Airport requested a review of the Ramp Tower Supervisor classifications pay range compared to that of Airport Operations Supervisor. Both classifications have similar duties as well as, education and experience requirements. The Airport Operations Supervisor manages the airfield and terminal operations to ensure efficient flow, safety, and adherence to applicable federal and local rules and regulations. The Ramp Tower Supervisors manages aircraft movements with the FAA Tower, airlines, deice companies, city agencies, and any other entity necessary to ensure the smooth operation of Ramp Tower functions. Both classifications of Supervisors manage and control the day-to-day operations at Denver International Airport to ensure the efficient movement of aircraft and the safety of those using the airport. Based upon a review of duties and responsibilities as well as minimum qualifications required, it is recommended to increase the pay grade for the Ramp Tower Supervisor classification from EX-10 to EX-11, to ensure both classifications of Supervisors are assigned to the EX-11 pay grade and range.

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Ramp Tower Supervisor	EX-10 (\$67,488 - \$89,421.50 - \$111,355)	EX-11 (\$72,887 - \$96,575.50 - \$120,264)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 14, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1716

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 08, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Therapist Unlicensed Masters Level and Therapist Licensed Masters Level.

The Department of Safety's Denver Sheriff's Department has requested the overtime exemption status be changed to non-exempt in order attract and retain employees in this classification who work within a 24/7 operation and will be assigned to rotate through the various three shifts (day, evening, night); it is appropriate that they be eligible to receive the corresponding shift differentials when applicable according to their respective schedules. It is also recommended to shorten these classification titles from Therapist Unlicensed Masters Level to Therapist Unlicensed, and Therapist Licensed Master Level to Therapist Licensed so they are more attractive to candidates and conform with the city's classification titling conventions.

JOB TITLE CHANGES

<u>Current Classification Job Title</u>	<u>Proposed Classification Title</u>
Therapist Unlicensed Masters Level	Therapist Unlicensed
Therapist Licensed Masters Level	Therapist Licensed

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Therapist Unlicensed	EX-05 (\$45,931-\$60,858-\$75,786)	NE-13 (\$24.38-\$30.48-\$36.57)
Therapist Licensed	EX-06 (\$49,605-\$65,727-\$81,848)	NE-14 (\$25.34-\$32.31-\$39.28)

Per Career Service Rule 7-37 A – "If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval."

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 22, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1720

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 29, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Statistical Researcher Associate and Statistical Researcher Senior.

The Statistical Researcher Associate and Statistical Researcher Senior classifications’ pay grades are proposed to each be adjusted by two pay grades. The Statistical Researcher Associate pay grade will change from EX-08 to EX-10 and the Statistical Researcher Senior pay grade will change from EX-10 to EX-12. The Research Supervisor classification is to be abolished as it is no longer utilized.

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Statistical Researcher Associate	EX-08 (\$57,860-\$76,664-\$95,469)	EX-10 (\$67,488-\$89,421-\$111,355)
Statistical Researcher Senior	EX-10 (\$67,488-\$89,421-\$111,355)	EX-12 (\$78,718-\$104,301-\$129,885)

ABOLISHMENT

<u>Classification Title</u>	<u>Job Code</u>	<u>Pay Grade</u>
Research Supervisor	CA0969	EX-12

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, May 12, 2022**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____