

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **11:00am on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: **May 19, 2023**

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 Notice #1774

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:

The proposed change amends the Classification and Pay Plan by changing the pay grade and range for the following classifications (See attached list of classifications).

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**

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

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 (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
<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: _____

Classification Notice No. 1774

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 5, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade and range for the following classifications (See attached list of classifications).

It is proposed that pay grade changes to attached individual classifications be made to the classification and pay plan based on the Office of Human Resources' annual market analysis. Affected classifications are recommended to be adjusted to a higher pay grade/pay range. A classification must be at least 10% behind the market to be included.

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, May 18, 2023, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, May 18, 2023**. 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 Cinthia Febres-Sutherlin at Cinthia.Febres-sutherlin@denvergov.org at 720-337-6447 no later than noon on **Tuesday, May 16, 2023**.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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. Provisional classifications resulting from changes to the classification and 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.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Job Code	Classification Title	Current Pay Grade	Current Range Minimum	Current Range Midpoint	Current Range Maximum	New Pay Grade	New Range Minimum	New Range Midpoint	New Range Maximum
CL3217	Administrative Investigator	NE-17	30.82	39.29	47.77	NE-19	34.63	44.15	53.68
CV2348	Appraisal Data Collector	NE-07	17.55	21.94	26.33	NE-09	19.72	24.65	29.58
CC2482	Aviation Customer Service Agent	NE-09	19.72	24.65	29.58	NE-10	20.90	26.13	31.35
CC3226	Aviation Customer Service Agent Lead	NE-10	20.90	26.13	31.35	NE-11	22.16	27.70	33.24
CC2483	Aviation Customer Service Manager	EX-08	59075.00	78274.00	97474.00	EX-09	63801.00	84536.00	105272.00
CC2484	Aviation Customer Service Supervisor	NE-13	24.90	31.12	37.35	NE-14	25.87	32.99	40.10
CA0670	Buyer Associate	EX-07	54699.00	72476.00	90253.00	EX-08	59075.00	78274.00	97474.00
LA1471	Buyer Associate	EX-07	54699.00	72476.00	90253.00	EX-08	59075.00	78274.00	97474.00
CA0979	Buyer Senior	EX-09	63801.00	84536.00	105272.00	EX-10	68905.00	91299.00	113693.00
LA1311	Buyer Senior	EX-09	63801.00	84536.00	105272.00	EX-10	68905.00	91299.00	113693.00
CA1004	Buyer Staff	EX-05	50000.00	66250.00	82500.00	EX-06	50647.00	67107.00	83568.00
LA1472	Buyer Staff	EX-05	50000.00	66250.00	82500.00	EX-06	50647.00	67107.00	83568.00
CJ2493	Carpenter	NE-13	24.90	31.12	37.35	NE-15	27.43	34.97	42.52
CJ2494	Cement Finisher	NE-13	24.90	31.12	37.35	NE-15	27.43	34.97	42.52
CE0430	Computer Aided Drafting Technician	NE-12	23.48	29.35	35.22	NE-13	24.90	31.12	37.35
CJ2507	Correctional Institution Food Manager	EX-10	68905.00	91299.00	113693.00	EX-12	80371.00	106491.00	132612.00
CA2508	Court Interpreter	NE-14	25.87	32.99	40.10	NE-16	29.07	37.06	45.06
CA2544	Court Interpreter Administrator	EX-07	54699.00	72476.00	90253.00	EX-09	63801.00	84536.00	105272.00
CV2357	Fiscal Operational Supervisor I	EX-07	54699.00	72476.00	90253.00	EX-09	63801.00	84536.00	105272.00
CV2908	Fiscal Operational Supervisor II	EX-08	59075.00	78274.00	97474.00	EX-10	68905.00	91299.00	113693.00
CA2993	HR Business Partner	EX-08	59075.00	78274.00	97474.00	EX-09	63801.00	84536.00	105272.00
LA3154	HR Business Partner	EX-08	59075.00	78274.00	97474.00	EX-09	63801.00	84536.00	105272.00
CA2992	HR Business Partner Senior	EX-10	68905.00	91299.00	113693.00	EX-11	74417.00	98603.00	122788.00
YA3371	HR Business Partner Senior	EX-10	68905.00	91299.00	113693.00	EX-11	74417.00	98603.00	122788.00
CA2990	HR Employee Relations Specialist	EX-12	80371.00	106491.00	132612.00	EX-13	86801.00	115011.00	143222.00
LA3062	HR Employee Relations Specialist	EX-12	80371.00	106491.00	132612.00	EX-13	86801.00	115011.00	143222.00
CJ2542	Institution Food Steward	NE-12	23.48	29.35	35.22	NE-14	25.87	32.99	40.10
CJ2543	Institution Food Steward Supervisor	NE-14	25.87	32.99	40.10	NE-16	29.07	37.06	45.06
CA2589	Interpreter Sign Language	NE-14	25.87	32.99	40.10	NE-16	29.07	37.06	45.06
CI3083	IT Asset Management Analyst Associate	EX-07	54699.00	72476.00	90253.00	EX-08	59075.00	78274.00	97474.00
CI3084	IT Asset Management Analyst Senior	EX-09	63801.00	84536.00	105272.00	EX-10	68905.00	91299.00	113693.00
CI3221	IT Web UI-UX Designer Associate	EX-08	59075.00	78274.00	97474.00	EX-10	68905.00	91299.00	113693.00
CI3222	IT Web UI-UX Designer Senior	EX-11	74417.00	98603.00	122788.00	EX-13	86801.00	115011.00	143222.00
LI3410	IT Web UI-UX Designer Senior	EX-11	74417.00	98603.00	122788.00	EX-13	86801.00	115011.00	143222.00
CJ2551	Locksmith	NE-12	23.48	29.35	35.22	NE-13	24.90	31.12	37.35
CA3115	Maintenance Planner	EX-07	54699.00	72476.00	90253.00	EX-09	63801.00	84536.00	105272.00
LA3414	Maintenance Planner	EX-07	54699.00	72476.00	90253.00	EX-09	63801.00	84536.00	105272.00

CN2566	National Crime Information Center Agent (NCIC)	NE-09	19.72	24.65	29.58	NE-10	20.90	26.13	31.35
CN2890	National Crime Information Center Agent Lead	NE-10	20.90	26.13	31.35	NE-11	22.16	27.70	33.24
CN1999	Property and Evidence Technician	NE-10	20.90	26.13	31.35	NE-11	22.16	27.70	33.24
CN2736	Property and Evidence Technician Lead	NE-11	22.16	27.70	33.24	NE-12	23.48	29.35	35.22
CA0974	Safety and Industrial Hygiene Administrator	EX-11	74417.00	98603.00	122788.00	EX-13	86801.00	115011.00	143222.00
CA0973	Safety and Industrial Hygiene Professional I	NE-14	25.87	32.99	40.10	NE-16	29.07	37.06	45.06
CA0997	Safety and Industrial Hygiene Professional II	EX-09	63801.00	84536.00	105272.00	EX-11	74417.00	98603.00	122788.00
CA2215	Safety and Industrial Hygiene Supervisor	EX-12	80371.00	106491.00	132612.00	EX-14	93744.00	124211.00	154678.00