

**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: **July 10, 2016**

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 #1524 – City Council Aide Series**

3. Requesting Agency: Office of Human Resources

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

- Name: Blair Malloy
- Phone: 720-913-5296
- Email: [blair.malloy@denvergov.org](mailto:blair.malloy@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: Nicole de Gioia-Keane
- Phone: 720-913-5643
- Email: [Nicole de Gioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@denvergov.org)

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

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of City Council Aide II, 805-A to City Council Aide, pay grade 807-A. OHR is also changing the title of City Council Aide III to Senior City Council Aide. We are also abolishing City Council Aide I and City Council Aide I – Hourly.

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

None known

8. Budget Impact:

The budget impact will result in a \$46,935 increase annually. This includes \$16,150 to move 2 City Council Aide I to the City Council Aide class, \$7,192 to move 9 City Council Aide II to the City Council Aide, and \$23,591 to move 5 City Council Aide II to the Senior City Council Aide, and \$1,754 to reallocate 2 on-call City Council Aide I to an Executive Assistant I.

**POSTING IS REQUIRED**

**Classification Notice No. 1524**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: June 24, 2016  
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 City Council Aide II, 805-A to City Council Aide, pay grade 807-A. OHR is also changing the title of City Council Aide III to Senior City Council Aide. We are also abolishing City Council Aide I and City Council Aide I – Hourly.**

This study is the result of a request by the Denver City Council members to review the pay and classifications of the City Council Aide I, II, and III classifications. After a review of the market data, it is proposed to abolish the City Council Aide I, change the title of City Council Aide II to City Council Aide and change the pay grade from 805-A to 807-A, and to change the title of the City Council Aide III to Senior City Council Aide. This study is the result of a request by the Denver City Council members to review the pay and classifications of the City Council Aide I, II, and III classifications. After a review of the market data, it is proposed to abolish the City Council Aide I, change the title of City Council Aide II to City Council Aide and change the pay grade from 805-A to 807-A, and to change the title of the City Council Aide III to Senior City Council Aide.

**REVISED CLASS SPECIFICATION INCLUDING TITLE & PAY GRADE CHANGE**

<b><u>Current Classification Title:</u></b> City Council Aide II	<b><u>Proposed Classification Title</u></b> City Council Aide
<b><u>Present Pay Grade &amp; Range:</u></b> 805-A: \$42,217 – \$54,882 – \$67,547	<b><u>Proposed Pay Grade &amp; Range:</u></b> 807-A \$48,244 – \$62,717 – \$77,190

**REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE**

<b><u>Current Classification Title:</u></b> City Council Aide III	<b><u>Proposed Classification Title</u></b> Senior City Council Aide
<b><u>Pay Grade &amp; Range</u></b> 810-A \$58,936 - \$76,617 - \$94,298	

**ABOLISHMENT**

**Current Classification Title:**  
City Council Aide I  
City Council Aide I - Hourly

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 July 7, 2016 at 5:00 p.m.** 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 Gio-Keane [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Alena Duran [alena.duran@denvergov.org](mailto:alena.duran@denvergov.org) by 8:00 a.m. on **Thursday, July 7, 2016**. 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](mailto:alisha.gronniger@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, July 5, 2016**.

## REVISED CLASS SPECIFICATION INCLUDING PAY GRADE CHANGE & TITLE CHANGE

Job Code: YA2245  
Current Classification Title: City Council Aide II

Proposed Classification Title:  
City Council Aide

Present Pay Grade: 805-A: \$42,217 – \$54,882 – \$67,547  
Proposed Pay Grade: 807-A \$48,244 – \$62,717 – \$77,190

Supervisory Level: 3-None/Incidental  
EEO Code: 2-Professionals Sedentary  
Medical Group: FLSA Exempt

## REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

Job Code: YA2246  
Current Classification Title: City Council Aide III

Proposed Classification Title:  
Senior City Council Aide

Pay Grade:  
810-A \$58,936 - \$76,617 - \$94,298

Supervisory Level: 10-Supervise by position  
EEO Code: 2-Professionals Sedentary  
Medical Group: FLSA Exempt

## ABOLISHMENT

Job Code: YA2244  
YA2953  
Current Classification Title: City Council Aide I  
City Council Aide I Hourly

### Synopsis:

This study is the result of a request by the Denver City Council members to review the pay and classifications of the City Council Aide I, II, and III classifications. After a review of the market data, it is proposed to abolish the City Council Aide I, change the title of City Council Aide II to City Council Aide and change the pay grade from 805-A to 807-A, and to change the title of the City Council Aide III to Senior City Council Aide.

### Pay Rationale:

There is no survey data available for this type and level of work. A custom survey was sent to 25 other large national cities with a strong mayor form of government to review similar roles in comparison to the City Council Aide I, II, and III. Of the 25 cities contacted, 10 responses were received, with six whose scope was comparable to Denver and included in the analysis. This data was adjusted to the local Denver market for comparison. For the City Council Aide I, there was insufficient data (less than five respondents) so data was not be used in the analysis. For the City Council Aide II, and III, there were five responses so they were used in the analysis. In addition, job analysis questionnaires were sent to all Council Aides to complete and describe the work being performed.

Although sufficient pay data was not found for the City Council Aide I, the custom survey found that the City Council Aide I classification is typically a clerical job similar to an executive assistant whose duties are to assist an executive with daily office operations. For this reason, it is proposed to abolish this classification and use the general clerical or paraprofessional classifications used elsewhere in the City.

It is proposed to change the title of the City Council Aide II to City Council Aide. The duties will be revised on the current classification specification to better describe the liaison work actually performed by the incumbents. It is also proposed to change the pay grade of this classification from 805-A to 807-A. This is based on five valid survey responses. The reported midpoint pay rate was \$63,465. The average pay range minimum was \$33,039 and maximum was \$91,968. When comparing the market midpoint to the pay ranges in the A occupational group, the midpoint of 807-A was found to be most comparable. The market midpoint is 2.2% less than the range midpoint of 807-A, \$62,717.

It is proposed to change the title of the City Council Aide III to Senior City Council Aide. It is not proposed to change the pay grade of this classification, currently 810-A, which will maintain a three pay grade difference between the City Council Aide and the Senior City Council Aide.

Employee Impact:

This study will impact 28 current incumbents, including four City Council Aide I, 14 City Council Aide II, and 10 City Council Aide III. This includes reallocating 2 City Council Aide I to the City Council Aide class, 9 City Council Aide II to the City Council Aide, and 5 City Council Aide II to the Senior City Council Aide. Additionally, this will move 2 on-call City Council Aide I to an Executive Assistant I.

Budget Impact:

The budget impact will result in a \$46,935 increase annually. This includes \$16,150 to move 2 City Council Aide I to the City Council Aide class, \$7,192 to move 9 City Council Aide II to the City Council Aide, and \$23,591 to move 5 City Council Aide II to the Senior City Council Aide, and \$1,754 to reallocate 2 on-call City Council Aide I to an Executive Assistant I.

Organizational Data:

These positions report to an elected member of City Council and are overseen administratively by the Executive Director of the City Council.

Effective Date Rule:

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. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.