

**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: **January 16, 2014**

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 #1400.

3. Requesting Agency: Office of Human Resources

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

- Name: Seth Duhon-Thornton
- Phone: 720-913-5664
- Email: seth.duhon-thornton@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: Meredith Creme
- Phone: 720-913-5722
- Email: meredith.creme@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 of Undersheriff to Sheriff.

***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

8. Budget Impact:

None

**POSTING IS REQUIRED**

**Classification Notice No. 1400**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: December 31, 2013  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title of Undersheriff to Sheriff.**

In November 2013, the voters in the City and County of Denver approved a Charter change, measure 2C, which changed the office known as "Undersheriff" to "Sheriff" and allows that person to exercise the duties assigned by state law to county sheriffs. This change is proposed to ensure the classification and pay plan are in line with the approved changes.

**TITLE CHANGE**

Job Code: OU2187                      Current Classification Title:  
Undersheriff

Proposed Classification Title:  
Sheriff

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 January 16, 2014 9:00 a.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 Melissa Fisher [melissa.fisher@denvergov.org](mailto:melissa.fisher@denvergov.org), Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, January 15, 2014**. 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 Frances Trujillo [frances.trujillo@denvergov.org](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday January 14, 2014**.

**TITLE CHANGE**

Job Code: OU2187  
Current Classification Title: Undersheriff

Proposed Classification Title:  
Sheriff

Pay Grade:  
715-U \$122,383 - \$163,754

Supervisory Level:  
9 – Appointing Authority

EEO Code:  
None

Medical Group:  
Sedentary

FLSA:  
Exempt

Synopsis:  
In November 2013, the voters in the City and County of Denver approved a Charter change, measure 2C, which changed the office known as “Undersheriff” to “Sheriff” and allows that person to exercise the duties assigned by state law to county sheriffs. This change is proposed to ensure the classification and pay plan are in line with the approved changes.

Pay Rationale:  
None

Employee Impact:  
This will affect one incumbent at Denver Sheriff’s Department.

Budget Impact:  
There is no budget impact.

Organizational Data:  
The Sheriff is the head of the Denver Sheriff’s Department and is a mayoral appointee. The Denver Sheriff’s Department is one of the three public safety agencies under the Department of Safety.

Effective Date Rule:  
The proposed effective date is January 1, 2014 to comply with the City Charter.