

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at 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: **August 24, 2015**

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 #1507

3. Requesting Agency: Office of Human Resources

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

- Name: Alena Duran
- Phone: 720-913-5726
- Email: alena.duran@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 adding Document Management Technician, pay grade 612-C.

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

None known

8. Budget Impact:

There is no budget impact. The pay of the impacted employees will remain the same as they are all paid above the pay grade minimum of the new classification.

POSTING IS REQUIRED

Classification Notice No. 1507

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: August 7, 2015
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Document Management Technician, pay grade 612-C.

The Office of Human Resources initiated a classification study within the Performance, Improvement and Accountability Division at the Department of Human Services after the findings of an individual position audit indicated that the work being performed by employees on the Content Management Team was so distinctive that the current Administrative Support Assistant IV classification was no longer appropriate. To gain a complete understanding of the type and level of working being performed, the study involved shadowing 6 employees as well as interviewing 4 supervisors. The findings and accompanying analysis indicated that the work of the Content Management Team is different from an Administrative Support Assistant IV that performs a variety of clerical work and the creation of a new classification titled the Document Management Technician is recommended.

NEW CLASS

<u>Proposed Classification Title:</u>	<u>Proposed Pay Grade & Range</u>
Document Management Technician	612-C (\$33,825 - \$49,385)

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 August 20 at 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 Meredith Crème meredith.creme@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, August 19, 2015**. 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 at (720) 913-5168 no later than noon on **Tuesday August 18, 2015**.

NEW CLASS

Job Code: CC2926 **Classification Title:** Document Management Technician **Pay Grade & Range:** 612-C (\$33,825-\$49,385)

Supervisory Level: 3 – None/Incidental **EEO Code:** 6 – Office/Clerical **Medical Group** 3 – Sedentary **FLSA:** Non-exempt

Synopsis:

The Office of Human Resources initiated a classification study within the Performance, Improvement and Accountability Division at the Department of Human Services after the findings of an individual position audit indicated that the work being performed by employees on the Content Management Team was so distinctive that the current Administrative Support Assistant IV classification was no longer appropriate. To gain a complete understanding of the type and level of working being performed, the study involved shadowing 6 employees as well as interviewing 4 supervisors. The findings and accompanying analysis indicated that the work of the Content Management Team is different from an Administrative Support Assistant IV that performs a variety of clerical work and the creation of a new classification titled the Document Management Technician is recommended.

Pay Rationale:

The duties of the Document Management Technician involve researching, scanning and indexing applications and/or documents submitted by Denver Human Services clients. The Document Management Technician is responsible for accurately categorizing and routing applications/documents so that Eligibility Technicians can then use that information to timely determine initial and on-going financial eligibility for public assistance programs. The type of work performed by the Document Management Technician is consistent with that of the Clerical (C) Occupational Group:

C-Clerical occupational group definition - Classifications in this group supervise and/or perform general office, public contact work, and/or general support service functions. This includes positions that are providing, preparing, transcribing, systematizing, preserving, and facilitating written or oral communications, records and computations; collecting accounts; performing arithmetic computations; gathering and distributing information; coordinating office activities; operating office machines and electronic data processing equipment; operating telephone switchboards, distributing mail and delivering messages; and providing other administrative and clerical support and/or liaison work; providing materials management, including the receipt and distribution of supplies and equipment; preparing and serving food and drinks; and performing laundry services.

It is therefore recommended to place the Document Management Technician in the Clerical (C) Occupational Group.

In addition, since the Document Management Technician performs a supportive role to the Eligibility Technician classification series, it is recommended that an internal pay relationship be established between the Document Management Technician and the Eligibility Technician I. The pay grade of the Eligibility Technician I is 611-A (\$34,559-\$50,456). It is recommended that the Document Management Technician be placed approximately one pay grade lower than the Eligibility Technician I at pay grade 612-C (\$33,825-\$49,385).

Employee Impact:

There are currently 33 employees with the Administrative Support Assistant IV classification in the Content Management Group. These employees will be reallocated to the Document Management Technician classification.

Budget Impact:

There is no budget impact. The pay of the impacted employees will remain the same as they are all paid above the pay grade minimum of the new classification.

Organizational Data:

The Document Management Technician will report to a Supervisor of Administrative Support I with the exception of a group that will report to an Eligibility Supervisor. The Supervisor of Administrative Support I and the Eligibility Supervisor both report to an Operational Supervisor II.

Effective Date Rule:

Section 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.