

**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: **May 13, 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 #1410**

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 adding the classification Leave Administration Specialist (615-A).

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. 1410**

To: Agency Heads and Employees  
From: Melissa Fisher, Interim Deputy Director  
Date: April 17, 2014  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classification Leave Administration Specialist (615-A).**

It is common in the Human Resources industry to have positions focused coordinating and administering employee leave requests. This work is performed by employees who have specialized knowledge of federal regulations under the Family Medical Leave Act (FMLA) and the Americans with Disabilities (ADA). Currently in the Office of Human Resources (OHR), employees classified as Human Resource Technicians are responsible for this work as a portion of their overall duties to support assigned client agencies. The creation of a Leave Administration Specialist classification will centralize the leave administration function in OHR. This will allow for process improvements in citywide leave administration procedures and the ability to attract and retain employees who have experience in leave administration policies and knowledge of federal regulations

**NEW CLASS**

**Classification Title**

Leave Administration Specialist

**Pay Grade & Range**

615-A (\$39,911-\$58,270)

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 May 1, 2014 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 Meredith Crème [meredith.creme@denvergov.org](mailto:meredith.creme@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, April 30, 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 April 29, 2014**.

# CHANGES IN THE CLASSIFICATION AND PAY PLAN

May 20, 2014

## NEW CLASS

Job Code  
CA2874

Classification Title  
Leave Administration Specialist

Pay Grade  
615-A

Supervisory Level:  
3: None/Incidental

EEO Code:  
5: Paraprofessional

Medical Group:  
S: Sedentary

FLSA:  
Non-Exempt

### Synopsis:

It is common in the Human Resources industry to have positions focused coordinating and administering employee leave requests. This work is performed by employees who have specialized knowledge of federal regulations under the Family Medical Leave Act (FMLA) and the Americans with Disabilities (ADA). Currently in the Office of Human Resources (OHR), employees classified as Human Resource Technicians are responsible for this work as a portion of their overall duties to support assigned client agencies. The creation of a Leave Administration Specialist classification will centralize the leave administration function in OHR. This will allow for process improvements in citywide leave administration procedures and the ability to attract and retain employees who have experience in leave administration policies and knowledge of federal regulations.

### Pay Rationale:

Market survey data was used to determine the appropriate pay grade for the Leave Administration Specialist. The source of the survey data is the Colorado Compensation Survey conducted by Mountain States Employers' Council, Inc.

The average actual pay rate for the market for the Leave Administration Specialist is \$47,997, which corresponds to the midpoint of pay grade 615-A (\$39,911 - \$58,270), which is \$49,091. This provides a percent difference of 2.28%. It is recommended to place the Leave Administration Specialist at pay grade 615-A.

### Employee Impact:

There is no employee impact.

### Budget Impact:

There is no budget impact.

### Organizational Data:

This classification will be utilized in the Office of Human Resources. The Leave Administration Specialist will report to an Administrator I overseeing Leave Administration.

### Proposed Effective Date:

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 reallocations shall be the beginning of the first work week following approval by the Board."