

# 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**. Contact the Mayor's Legislative team with questions

Date of Request: **July 01, 2020**

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 Notices #1637, 1639, 1640, 1641, 1642, 1643, 1644, 1645, 1647, 1648, 1650, 1651, 1652, 1654, 1655

**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: Susan O'Neill	Name: Susan O'Neill
Email: Susan.Oneill@denvergov.org	Email: Susan.Oneill@denvergov.org

**5. General description or background of proposed request. Attach executive summary if more space needed:**

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

**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: BR20 0676

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

  

<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: BR20 0676

Date Entered: \_\_\_\_\_

To: Denver City Council

From: Karen Niparko, Executive Director of the Office of Human Resources  
Nicole De Gioia-Keane, Classification & Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: July 1, 2020

Subject: Changes to the Classification & Pay Plan **Not** Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

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Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of January 2020 through June 2020.

For this timeframe, there are 15 on 06/30/20 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1637 – Outreach Trainer
- Classification Notice 1639 – Revenue Development series
- Classification Notice 1640 – Criminalist series
- Classification Notice 1641 – Real Time Crime Center Technician and Lead
- Classification Notice 1642 – Infrastructure Program Manager
- Classification Notice 1643 – Photo Enforcement Agent II
- Classification Notice 1644 – Chief and Deputy Chief Probation Officer
- Classification Notice 1645 – Forensic Director and Forensic Manager
- Classification Notice 1647 – Deputy Monitor and Senior Deputy Monitor
- Classification Notice 1648 – Project Inspector Supervisor
- Classification Notice 1650 – Emergency Service Worker
- Classification Notice 1651 – Applications Support Administrator Specialist
- Classification Notice 1652 – Right of Way Inspector series
- Classification Notice 1654 – Business License Inspector Supervisor
- Classification Notice 1655 – City Clerk Administrator

The next submission will be in January 2021 for small-impact changes provisionally approved by the OHR Executive Director for the period of July 2020 through December 2020.

**POSTING IS REQUIRED**

**Classification Notice No. 1637**

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** January 31, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Outreach Trainer (CA3139) and abolishing the Outreach Trainer Hourly (CA3140) classification.**

The Office of Emergency Management has requested that the Outreach Trainer classification be modified due to difficulty in recruitment. The Outreach Trainer develops training curriculum and materials, provides training, and evaluates the effectiveness of the training program for members of the public. The Outreach Trainer Hourly classification will be abolished as it is no longer necessary.

**CLASSIFICATION PAY GRADE CHANGE(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3139	Outreach Trainer	A-809 (\$58,433-\$75,963-\$93,493)	A-621 (\$27.49-\$33.82-\$40.14)

**CLASSIFICATION ABOLISHMENT(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>
CA3140	Outreach Trainer Hourly	A-809 (\$58,433-\$75,963-\$93,493)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, February 13, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1639**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

**Date:** February 07, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new Revenue Development classification series.**

At the request of Arts and Venues Denver (AVD), Classification and Compensation has created four new classifications to support the Revenue Development operations of AVD. These roles were requested for positions that are focused on ticketing and sponsorship, which are revenue streams for AVD. This series will offer multi-level career progression for AVD, and potentially other agencies, that have revenue development functions.

**NEW CLASSIFICATION(S)**

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3250	Revenue Development Partner Associate	A-809 (\$56,083 - \$72,908 - \$89,733)
CA3251	Revenue Development Partner Senior	A-811 (\$64,090 - \$83,317 - \$102,544)
CA3252	Revenue Development Partner Specialist	A-813 (\$76,307 - \$99,199 - \$122,091)
CA3253	Revenue Development Manager	A-815 (\$87,200 - \$113,360 - \$139,520)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, February 20, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1640**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** February 07, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

**The proposed change amends the Classification and Pay Plan by changing the name of the Crime Scene Investigator series to the Criminalist series.**

The Department of Safety, Denver Police Department, Forensic Crime Lab has requested a title change to the Crime Scene Investigator series. It is requested that the titles be changed to Criminalist due to the analysis work that is conducted when collecting and processing complex crime scene evidence. There are no other changes to this classification.

**CLASSIFICATION TITLE CHANGE(S)**

<b><u>Job Code</u></b>	<b><u>Current Class Title</u></b>	<b><u>Proposed Class Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CE3183	Crime Scene Technician	Criminalist Technician	E-621(\$24.66-\$30.33-\$36.00)
CE2825	Crime Scene Investigator I	Criminalist I	E-623(\$26.95-\$33.15-\$39.35)
CE2826	Crime Scene Investigator II	Criminalist II	E-626(\$30.80-\$37.89-\$44.97)
CE3184	Crime Scene Investigator III	Criminalist III	E-628(\$33.67-\$41.42-\$49.16)
CE2827	Crime Scene Investigator Supv	Criminalist Supervisor	E-630(\$36.80-\$45.27-\$53.73)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, February 20, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1641**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** February 07, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

**The proposed change amends the Classification and Pay Plan by creating the new classifications of Real Time Crime Center Technician and Real Time Crime Center Technician Lead. The previous associated classifications will be abolished.**

The Department of Safety, Denver Police Department requested OHR create two new classifications that better depict the duties relating to monitoring in progress situations in the real time crime center of the Police Department. The duties include actively searching for real time camera assets and providing real-time situational awareness utilizing police radios and telephones in order to respond to resources for priority calls. The duties also include creating digital evidence for law enforcement, testifying in court, and coordinating the set-up and use of body worn cameras. Classification Specifications were developed for two new classifications, the Real Time Crime Center Technician and Real Time Crime Center Technician Lead.

#### **NEW CLASSIFICATION(S)**

<b><u>Job Code</u></b>	<b><u>Proposed Class Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CN3254	Real Time Crime Center Technician	N-618 (\$22.08-\$27.16-\$32.24)
CN3255	Real Time Crime Center Technician Lead	N-619 (\$23.08-\$28.39-\$33.70)

#### **CLASSIFICATION ABOLISHMENT(S)**

<b><u>Job Code</u></b>	<b><u>Current Class Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CN2946	Police Video Operator	N-613 (\$17.68-\$21.75-\$25.81)
CN2947	Police Video Operator Lead	N-614 (\$28.48-\$22.73-\$26.98)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, February 20, 2020**. Please include a contact name and phone number so that we may respond directly.

#### **POSTING IS REQUIRED**

**Classification Notice No. 1642**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** February 28, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Infrastructure Program Manager.**

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

The Department of Transportation & Infrastructure requested a new classification to capture the complex program management function for the role responsible for the oversight of large-scale, multidisciplinary projects that have Citywide impact. This position performs professional level program management work on large, complex, multi-disciplinary transportation and multi-model capital infrastructure programs from inception to completion, including: Development and implementation of program management models and delivery strategies; leadership of program initiation teams; development and implementation of program governance structures and stakeholder management plans; development and implementation of project delivery strategies using traditional and alternative delivery models; administration of change, risk, content and communications management policies and procedures; organizing, administering, and monitoring one or more projects simultaneously that have city-wide impact and requires a global, strategic understanding of federal and city agency policies, standards, and systems. DEN has a classification called Aviation Program Manager, but it is specific to the airport, but the duties are similar.

### NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CE3256	Infrastructure Program Manager	E-820 (\$109,1974 - \$141,926 - \$174,678)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, March 12, 2020**. Please include a contact name and phone number so that we may respond directly.

### POSTING IS REQUIRED

#### **Classification Notice No. 1643**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** March 20, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Photo Enforcement Agent II.**

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

The Department of Safety, Denver Police Department requested OHR create a new classification, Photo Enforcement Agent II that focuses on training, the disposition of photo enforcement penalty assessment notices and photo red light court related processes which includes testimony.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CN3263	Photo Enforcement Agent II	N-617 (\$21.12 - \$25.85 - \$29.49)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, April 2, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1644**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** March 27, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Chief Probation Officer and Deputy Chief Probation Officer Job Classifications for the Denver County Court Agency.**

The Denver County Court is reorganizing the Probation Division structure by adding Chief Probation Officer and Deputy Chief Probation Officer positions, which aligns with all other judicial jurisdictions of similar size and scope in Colorado.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

Currently, no market data is available from salary surveys that the City participates in. A national custom salary survey was sent and based on the results, the recommendation is to assign the pay grade (A-817) to the Chief Probation Officer job classification under the General Administrative Occupational Group.

Currently, there is no incumbent for the Deputy Chief Probation Officer and no salary survey data was available. Market data was collected during the same national custom salary survey that was used for the Chief Probation Officer classification. Based on market data collected for the Deputy Chief Probation Officer, the recommendation is to assign the pay grade (A-814) to the Deputy Chief Probation Officer job classification also under the General Administrative Occupational Group.

### NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3241	Chief Probation Officer	A-817 (\$99,649 – 129,544 – 159,438)
CA3242	Deputy Chief Probation Officer	A-814 (\$81,572 – 106,044 – 130,515)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, April 9, 2020**. Please include a contact name and phone number so that we may respond directly.

### POSTING IS REQUIRED

#### Classification Notice No. 1645

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** April 03, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

#### **The proposed change amends the Classification and Pay Plan by creating the new classifications of Forensic Director and Forensic Manager.**

The Department of Safety, Denver Police Department, Forensic and Evidence Division requested OHR create two new classifications, Forensic Director and Forensic Manager. The Forensic Director classification directs the laboratory’s functional and operational groups, which includes development of annual and multi-year plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues and establishes management practices

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

and processes that ensure the accomplishments of laboratory performance standards. The Forensic Manager classification manages personnel, functional and/or operational units(s) of the laboratory that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately.

**NEW CLASSIFICATION(S)**

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CE3265	Forensic Director	E-821 (\$116,707-\$151,719-\$186,731)
CE3266	Forensic Manager	E-819 (\$102,127-\$132,765-\$163,403)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, April 16, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1647**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** April 10, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Deputy Monitor (FL3267) and Senior Deputy Monitor (FL3268) and abolishing the associated classifications.**

The Office of the Independent Monitor has requested that the Deputy Monitor and Senior Deputy Monitor classifications be modified due to difficulty in recruitment. The Deputy Monitor performs comprehensive reviews of sensitive disciplinary investigations for the Monitor for the City and County of Denver. The Senior Deputy Monitor provides high level program and policy support and assistance to the Monitor for the City and County of Denver. These are at-will positions that serve at the pleasure of the Monitor.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

**CLASSIFICATION PAY GRADE CHANGE(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
FL3267	Deputy Monitor	A-810 (\$62,465-\$81,205-\$99,944)	L-813(\$76,208-\$99,071-\$121,933)
FL3268	Senior Deputy Monitor	A-816(\$93,217-\$121,182-\$149,147)	L-817 (\$99,520-\$129,376-\$159,232)

**CLASSIFICATION ABOLISHMENT(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>
FA2136	Deputy Monitor	A-810 (\$62,465-\$81,205-\$99,944)
FA2135	Senior Deputy Monitor	A-816 (\$93,217-\$121,182-\$149,147)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, April 23, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1648**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** April 24, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Project Inspector Supervisor (CE3186).**

This is the first phase of the citywide Inspector Study. It was determined that the Project Delivery Administration Division requires a supervisor position to oversee their Project Inspectors. This position supervises Project Inspectors engaged in the inspection of wastewater, transportation, and facility capital improvement projects to ensure compliance with engineering standards and codes, oversees inspectors on contract and constructability reviews, and oversees the coordination of construction activities as well as the review and approval of payment invoice applications.

**NEW CLASSIFICATION(S)**

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, May 07, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1650**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** May 15, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Emergency Service Worker (CJ3272).**

As a result of the Coronavirus Disease (COVID-19), the City and County of Denver realized the need to be able to hire additional staff to perform a variety of jobs during an emergency. Assignments will be based on the needs of City and County departments/agencies during the declared emergency. During a time of emergency, non-essential city employees may be reassigned to perform these duties on an as-needed basis.

**New Job Classification**

<b>Classification Title</b>	<b>Job Code</b>	<b>Proposed New Pay Grade/Range</b>
Emergency Service Worker	CJ3272	J-613 (\$17.72 – \$21.80 – \$25.87)

*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, May 28, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1651**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** June 05, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Applications Support Administrator Specialist (CA3262).**

DOTI has requested the following proposed new job classification, Applications Support Administrator Specialist. Currently, DOTI has an Applications Support Administrator Senior who is performing higher level job duties beyond those described in their current job specification. This new classification will expand the current career path for this job series.

**NEW CLASSIFICATION(S)**

<b><u>Job Code</u></b>	<b><u>Proposed Class Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CA3262	Applications Support Administrator Specialist	A-813 (\$76,307 - \$99,199 - \$122,091)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & Pay Plan shall be the beginning of the first work week

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_

following approval by the mayor or by the City Council over the mayor's veto. Provisional classifications resulting from changes to the Classification & 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."

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, June 18, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1652**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** June 05, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new Right of Way Inspector classification series.**

This new classification series is the result of a citywide inspector study. Employees completed Job Analysis Questionnaires and OHR conducted field work as well. As a result, OHR determined that the scope of work of those in Right of Way Services/DOTI was different than the inspectors across the other departments throughout the city. These employees are responsible for the inspection on civil and structural engineering projects related to the public right of way such as sidewalks, curbs, gutters, streets and alleyways. Creating a new classification series will improve recruitment because the minimum qualifications will now require inspection experience on construction projects which is more specific to the role.

**NEW CLASSIFICATIONS**

<b><u>Job Code</u></b>	<b><u>Proposed Class Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CN3273	Right of Way Inspector I	N-616 (\$20.20 - \$24.85 - \$29.49)
CN3274	Right of Way Inspector II	N-618 (\$22.08 - \$27.16 - \$32.24)
CN3275	Right of Way Inspector III	N-620 (\$24.13 - \$29.68 - \$35.23)
CN2376	Right of Way Inspector Supervisor	N-810 (\$57,399-\$74,619 - \$91,838)

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*To be completed by Mayor's Legislative Team:*

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Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, June 18, 2020**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1654**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** June 12, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Business License Inspector Supervisor (CN3280).**

OHR conducted a citywide study on the City Inspector classification series which is used across various departments throughout the city. This series includes a Chief Inspector classification which is written to supervise City Inspectors. The classification is being changed to City Inspector Supervisor. There is currently one employee in Excise and Licenses that is in the Chief Inspector classification but is overseeing Business License Inspectors, not City Inspectors. As a result of the study, a new classification called Business License Inspector Supervisor was created to capture the duties and responsibilities of this position.

The primary duties of this new classification are to perform supervisory duties over employees who perform investigation and enforcement work to ensure compliance with federal, state, and municipal codes, rules and regulations related to marijuana, liquor, food establishments, short term rentals and various other regulated businesses. This position also conducts investigations on new marijuana and liquor licenses to ensure proximity complies with State of Colorado statute.

**NEW CLASSIFICATION**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR20 0676

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Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, June 25, 2020**. Please include a contact name and phone number so that we may respond directly.

### POSTING IS REQUIRED

#### Classification Notice No. 1655

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** June 12, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of City Clerk Administrator (CA3239).**

The Clerk & Recorder has requested the following proposed new job classification. Currently, the essential job duties of the City Clerk Administrator are not reflected in their current classifications of Administrator I job specification.

### NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3239	City Clerk Administrator	A-810 (\$62,465 - \$81,205 - \$99,944)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, June 25, 2020**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: BR20 0676

Date Entered: \_\_\_\_\_