

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: **August 20, 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 Notice #1658

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: Greg Thress	Name: Greg Thress
Email: Gregory.Thress@denvergov.org	Email: Gregory.Thress@denvergov.org

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

The proposed change amends the Classification and Pay Plan by creating the new classification of Self-Represented Litigant Administrator and revising the Judicial Assistant I, II, III, and IV job specifications.

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

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0877

Date Entered: _____

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?

POSTING IS REQUIRED

Classification Notice No. 1658

To: Agency Heads and Employees

From: Karen Niparko, Executive Director of the Office of Human Resources

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0877

Date Entered: _____

Date: August 07, 2020
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Self-Represented Litigant Administrator and revising the Judicial Assistant I, II, III, and IV job specifications.

The Judicial Assistant classifications were established in March 2008 and not been reviewed since their inception. This study involved four job classifications (Judicial Assistant I, II, III, and IV) encompassing 124 incumbents in two agencies, 117 employees in the DCC and 7 employees in the Department of Safety (DOS). The purpose of the study was to review the job duties Judicial Assistants are performing and to update job specifications as needed. The study also reviewed the pay grade structures to ensure that the Judicial Assistants pay grades were market competitive. Judicial Assistants completed Job Analysis Questionnaires that were used to update the Judicial Assistant I, II, III and IV job specifications. As a result, a new job classification is being created, Self-Represented Litigant Administrator, which are duties required by the Colorado Supreme Court.

New Job Classification

<u>Classification Title</u>	<u>Job Code</u>	<u>Proposed New Pay Grade/Range</u>
Self-Represented Litigant Administrator	CL3264	L-807 (\$51,066 – \$66,386 – \$81,706)

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 Notice of Changes

The scheduled time for the public hearing is **Thursday, August 20, 2020 at 9:00 AM**. The public hearing starts at 9:00 AM and will be conducted through a provided conference call number and available digital link through public notice of the agenda, released no later than two days prior to the scheduled meeting.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, August 20, 2020**. 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, August 18, 2020**.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0877

Date Entered: _____