

BILL/ RESOLUTION REQUEST

1. Title: Approves classification notice #1343 regarding a pay grade change and a change to the occupational group of the Risk Analyst classification, from the Professional occupational group to the Fiscal occupational group and classification notice #1349, which creates a new class, Lead Animal Control Investigator.

2. Requesting Agency: Career Service Authority

3. Contact Person *with actual knowledge of proposed ordinance*

Name:Alena Martinez

Phone:720-913-5726

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4. 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:Bruce Backer/Steve Adkision

Phone:720-913-5643/720-913-5704

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5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved

a. Scope of Work

1. Classification Notice #1348 – Risk Analyst is a pay grade change from 808-A to 808-V. CSA Compensation approached Risk Management in the Department of Finance regarding a change to the occupational group of the Risk Analyst classification, from the Professional occupational group to the Fiscal occupational group. In the external market, Risk Analyst duties are typically aligned with financial positions. Moving the Risk Analyst into the Fiscal occupational group will better align the classification for future market comparisons. In addition, the class specification was revised to reflect the duties of this position. There is no budget impact.

2. Classification Notice 1349 – Lead Animal Control Investigator is a new class. The Denver Animal Care & Control is a division of the Department of Environmental Health. The Division includes six (6) units, Animal Control Investigation, Court Liaison, Office Operations, Adoption Coordinator, Animal Care, and Veterinarian. The Animal Control Investigation unit works on two shift schedules, which includes, day shift work schedule, 6:00am-2:30p.m. and afternoon shift, 1:30p.m.-10:00 p.m. Both shifts are staffed 7-days a week, 365 days per year. There are currently 18 Animal Control Officers reporting to one supervisor. Because of the two shift work schedules and the number of Animal Control Officers reporting to one supervisor, the Division requested the CSA to create a new class, Lead Animal Control Investigator to . There is no budget impact.

b. Duration

n/a

c. Location

n/a

d. Affected Council District

n/a

e. Benefits

#1348-better aligns the classification for future market comparisons. #1349-reduces the existing span of control to a manageable size and to assist the supervisor by performing lead work duties

f. Costs

No budget impact

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

No

Bill Request Number: BR11-0795

Date: 10/24/2011