

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11:00am on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **October 17, 2024**

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 #1832

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: Blair Malloy	Name: Blair Malloy
Email: Blair.Malloy@denvergov.org	Email: Blair.Malloy@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 new classifications of Outreach Case Coordinator II and III, Peer Support Specialist II and III, and Community Services Supervisor, and changing the classification titles of Outreach Case Coordinator to Outreach Case Coordinator I and Peer Navigator to Peer Support Specialist I.

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**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

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: _____

Date Entered: _____

Classification Notice No. 1832

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 4, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Outreach Case Coordinator II and III, Peer Support Specialist II and III, and Community Services Supervisor, and changing the classification titles of Outreach Case Coordinator to Outreach Case Coordinator I and Peer Navigator to Peer Support Specialist I.

In 2023, the Office of Human Resources (OHR) participated in a grant project administered by Caring for Denver under the direction of the Denver Department of Public Health and Environment. One of the project’s outcomes highlighted the city’s need to offer better career opportunities within peer support and community outreach jobs across the city. In April 2024, OHR began a classification study supporting this outcome which included a citywide leader advisory team. The purpose of this study is to create a cohesive classification structure and career path for individuals performing this type of work, which resulted in a proposal to replace the current Outreach Case Coordinator and Peer Navigator classifications with two new series with three levels each and create a supervisor classification. The pay grade recommendations are based on market data.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CS3514/LS3515	Outreach Case Coordinator II	NE-12 (\$24.11-\$30.14-\$36.17)
CS3516	Peer Support Specialist II	NE-12 (\$24.11-\$30.14-\$36.17)
CS3517/LS3518	Outreach Case Coordinator III	NE-13 (\$25.57-\$31.96-\$38.36)
CS3519	Peer Support Specialist III	NE-13 (\$25.57-\$31.96-\$38.36)
CS3520	Community Services Supervisor	EX-08 (\$60,669-\$80,387-\$100,104)

TITLE CHANGES

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
Outreach Case Coordinator	Outreach Case Coordinator I	NE-11 (\$22.76-28.45-34.14)
Peer Navigator	Peer Support Specialist I	NE-11 (\$22.76-28.45-34.14)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, October 17, 2024, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

If anyone wishes to submit written comments to the Board on this proposal, please submit them by no later than **noon (12:00 p.m.) on Monday, October 14, 2024:**

Lori Smith, Executive Office Administrator
Office of Human Resources
(720) 337-6185

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

lori.smith@denvergov.org

If anyone wishes to be heard by the Board on this proposal, please submit your name and phone number by no later than **noon (12:00 p.m.) on Monday, October 14, 2024** to lori.smith@denvergov.org

If you have any questions about this proposal, please submit them in writing to lori.smith@denvergov.org by **noon (12 p.m.) on Wednesday, October 16, 2024**. Please include a contact name and phone number so that we may respond to your question directly.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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. Provisional classifications resulting from changes to the classification and 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.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____