

**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.*

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Date of Request: **September 18, 2015**

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 #1509**

3. Requesting Agency: Office of Human Resources

4. Contact Person: *(with actual knowledge of proposed ordinance)*

- Name: Alena Duran
- Phone: 720-913-5726
- Email: [alena.duran@denvergov.org](mailto:alena.duran@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: John Hoffman
- Phone: 720-913-5296
- Email: [john.hoffman@denvergov.org](mailto:john.hoffman@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 deleting Payroll Accountant, pay grade 809-V.

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. 1509**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: September 3, 2015  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by deleting Payroll Accountant, pay grade 809-V.**

The Finance & Accounting Study was initiated as part of a maintenance plan to review occupational categories as a whole to ensure that our classifications are aligned with market benchmarks and that our job specifications reflect the work being performed by employees. Areas under review included: clerical accounting, professional accounting, budgeting, finance, and fiscal administration.

The Payroll Accountant is a duplicate classification of the Senior Accountant; therefore, we are collapsing the Payroll Accountants into the Senior Accountant class concept and recommending abolishing the Payroll Accountant.

**ABOLISHMENT**

**Proposed Classification Title:**

Payroll Accountant

**Proposed Pay Grade & Range**

809-V (\$54,701 - \$87,522)

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 September 17 at 9:00 a.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 Alena Duran [alena.duran@denvergov.org](mailto:alena.duran@denvergov.org) by 8:00 a.m. on **Wednesday, September 16, 2015**. 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 September 15, 2015**.

# CITY AND COUNTY OF DENVER

August 28, 2015

## OFFICE OF HUMAN RESOURCE CHANGES IN THE CLASSIFICATION AND PAY PLAN (Finance & Accounting Study)

### ABOLISHMENT

**Job Code:**

CV2364

**Current Title:**

Payroll Accountant

**Current Grade:**

809-V (\$54,701-\$87,522)

**Supervisory Level:**

3 – None/Incidental

**EEO Code:**

2 – Professionals

**Medical Group:**

S – Sedentary

**FLSA:**

Exempt

**Synopsis:**

The Finance & Accounting Study was initiated as part of a maintenance plan to review occupational categories as a whole to ensure that our classifications are aligned with market benchmarks and that our job specifications reflect the work being performed by employees. Areas under review included: clerical accounting, professional accounting, budgeting, finance, and fiscal administration.

The Payroll Accountant is a duplicate classification of the Senior Accountant; therefore, we are collapsing the Payroll Accountants into the Senior Accountant class concept and recommending abolishing the Payroll Accountant.

**Pay Rationale:**

None

**Employee Impact:**

None – Employees are being reallocated into Senior Accountant classification.

**Budget Impact:**

None

**Organizational Data:**

None

**Effective Date Rule:**

OHR Section 7-37 (A) – If it is determined, as a result of an audit or a 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. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.