

## 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: **June 03, 2022**

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 #1721

**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 changing the titles of the Motor Vehicle classification series and abolishes one classification.

**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: \_\_\_\_\_

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><br>(A) | <i>Additional Funds</i><br>(B) | <i>Total Contract Amount</i><br>(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?**

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**Resolution/Bill Number:** \_\_\_\_\_

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

**POSTING IS REQUIRED**

**Classification Notice No. 1721**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** May 06, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the titles of the Motor Vehicle classification series and abolishes one classification.**

The Denver Motor Vehicle Division has implemented several organizational changes to improve operational efficiency in delivering services, including reviewing and proposing to change the classification structure and utilization within the Motor Vehicle classification series to align with operational improvements. It is proposed to reduce the number of levels in this classification series, from three to two levels, change the classification titles of two classifications, and abolish one classification.

**JOB CODE & JOB TITLE CHANGE**

| <u>Current Job Code</u> | <u>Current Classification Title</u> | <u>Proposed Job Code</u> | <u>Proposed Classification Title</u> | <u>Current Pay Grade &amp; Range</u> |
|-------------------------|-------------------------------------|--------------------------|--------------------------------------|--------------------------------------|
| CC2350                  | Motor Vehicle Technician II         | CV2350                   | Motor Vehicle Agent                  | NE-11 (\$21.70-27.13-32.55)          |
| CC2738                  | Motor Vehicle Technician III        | CV2738                   | Motor Vehicle Agent Lead             | NE-12 (\$23.00-28.72-34.50)          |

**JOB CODE CHANGE**

| <u>Current Job Code</u> | <u>Proposed Job Code</u> | <u>Current Classification Job Title</u> |
|-------------------------|--------------------------|---|
| CC2351                  | CV2351                   | Motor Vehicle Supervisor                |

**ABOLISHMENT**

| <u>Job Code</u> | <u>Current Classification Job Title</u> | <u>Pay Grade &amp; Range</u> |
|-----------------|---|------------------------------|
| CC2349          | Motor Vehicle Technician I              | NE-10 (\$20.47-25.59-30.71)  |

**Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, May 19, 2022 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1<sup>st</sup> floor, located at 201 West Colfax Avenue, Denver, CO 80202.

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 19, 2022**. 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](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, May 17, 2022**.

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.

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