

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.*

Date of Request: **January 18, 2018**

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 #1555 – Career Service Hearing Officer

3. Requesting Agency: Office of Human Resources

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

- Name: Blair Malloy
- Phone: 720-913-5631
- Email: [blair.malloy@denvergov.org](mailto:blair.malloy@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: Nicole de Gioia-Keane
- Phone: 720-913-5643
- Email: [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@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 creating a new classification called Career Service Hearings Officer at pay grade L-821.

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

None known.

8. Budget Impact

There is no budget impact.

**POSTING IS REQUIRED**

**Classification Notice No. 1555**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of the Office of Human Resources  
Date: January 4, 2018  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification called Career Service Hearing Officer at pay grade L-821.**

At the request of Career Service Board, it is proposed to create a new classification, Career Service Hearing Officer. This will provide a specific description of the duties and responsibilities of hearings officers assigned to work in the Career Service Hearing Office. This new class will attract and retain the most skilled and qualified employees to the Hearing Office.

**NEW CLASS**

**Proposed Title**

Career Service Hearing Officer

**Proposed Pay Grade**

L-821 (\$122,432-\$159,162-\$195,891)

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 Executive Director of the Office of Human Resources 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, January 18, 2018 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Wednesday, January 17, 2018**. 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, January 16, 2018**.

**NEW CLASSIFICATION**

Job Code: CL3063      Classification Title: Career Service Hearing Officer      Pay Grade: L-821 (\$122,432 – 159,162 – 195,891)

Supervisory Level: 9 – Supervise by Position      EEO Code: 2 - Professionals      Medical Group: Sedentary      FLSA: Exempt

**Synopsis:**

At the request of Career Service Board, it is proposed to create a new classification, Career Service Hearing Officer. This will provide a specific description of the duties and responsibilities of hearing officers assigned to work in the Career Service Hearing Office. This new class will attract and retain the most skilled and qualified employees to the Hearing Office.

**Pay Rationale:**

It is proposed to set the pay grade for the Career Service Hearing Officer using internal equity. There is no published market data for this classification. It is recommended to set the pay equal to the existing classification, Hearings Officer, also at pay grade L-821 and whose pay is set one pay grade less than the Assistant City Attorney – Section Supervisor, L-822. This is due to the larger scope of the work performed by the Supervisor who oversees multiple staff and a divisional unit, whereas the Career Service Hearings Officer may oversee the office staff and is primarily responsible for the hearing process.

**Employee Impact:**

This will impact two positions currently classified as Hearings Officer in the Career Service Hearing Office (one vacant position and one position with an incumbent).

**Budget Impact:**

There is no budget impact. The one incumbent will move pay-to-pay.

**Organizational Data:**

Incumbents in the class will report to the Career Service Board.

**Effective Date Rule:**

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. 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.