

**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: **April 5, 2013**

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 # 1383.

3. Requesting Agency: Office of Human Resources

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

- Name: Seth Duhon-Thornton
- Phone: 720-913-5664
- Email: seth.duhon-thornton@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: Heather Britton
- Phone: 720-913-5699
- Email: heather.britton@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 adding the classification of Building and Grounds Supervisor 804-J (\$35353-\$56381).

**Please include the following:**

- a. Duration:
- b. Location:
- c. Affected Council District:
- d. Benefits:
- e. Costs:

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. 1383**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: March 21, 2013  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classification of Building and Grounds Supervisor (804-J).**

The Office of Human Resources received a request from the Department of General Services to create a new class as Building and Grounds Supervisor. This request was based on an organizational restructuring of the Facilities Management Division. The Building and Grounds Supervisor will be responsible for supervising the work of laborers to ensure quality, effectiveness, and efficiency and resolving daily operational issues within multiple city facilities.

**NEW CLASS**

<u>Classification Title:</u>	<u>Pay Grade &amp; Range</u>
Building and Grounds Supervisor	804-J (\$35,353-\$56,381)

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 Office of Human Resources 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.

NEW CLASS

<u>Classification Title:</u> <u>Building and Grounds Supervisor</u>	<u>Pay Grade &amp; Range</u> 804-J (\$35,353-\$56,381)
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Job Code:

Supervisory Level: 6 (first level supervisor)

EEO Code: 8 (service/maintenance)

Medical Group: M (Medium Physical)

FLSA: Exempt

Synopsis: The Office of Human Resources received a request from the Department of General Services to create a new class as Building and Grounds Supervisor. This request was based on an organizational restructuring of the Facilities Management Division. The Building and Grounds Supervisor will be responsible for supervising the work of laborers to ensure quality, effectiveness, and efficiency and resolving daily operational issues within multiple city facilities.

Pay Rationale: Pay grade 804 in occupational "J" is recommended. This places the Building and Grounds Supervisor class 15% higher than the Utility Workers it supervises. This is consistent with the (10-15) % differential for supervisory work.

Employee Impact: One

Budget Impact: None

Organizational Data: The Building and Grounds Supervisor will report to the Operations Supervisor, who reports to the Facilities Superintendent. This class supervises the Utility Workers and coordinates the work of Community Services referrals.

Proposed Effective Date: 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 (Revised February 22, 2013; Rule Revision Memo 4D).