

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at 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 7, 2017**

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 #1538 – Fire Alarm Technician, Fire Sprinkler Technician, Millwright

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

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

6. General description of proposed ordinance including contract scope of work if applicable:

The proposed change amends the Classification and Pay Plan by creating new classes called Fire Alarm Technician (J-621), Fire Sprinkler Technician (J-621), and Millwright (J-621).

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. 1538

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: March 24, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classes called Fire Alarm Technician (J-621), Fire Sprinkler Technician (J-621), and Millwright (J-621).

At the request of Denver International Airport, it is proposed to create three new classifications; Fire Alarm Technician, Fire Sprinkler Technician, and Millwright. This request will provide additional classifications whose work are common trades areas with specific education, experience, and licensure or certification requirements that are not currently captured in the classification and pay plan. These new classes will allow management to attract and retain the most skilled and qualified employees.

NEW CLASSES

<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
Fire Alarm Technician	J-621 (\$24.15-\$29.71-\$35.26)
Fire Sprinkler Technician	J-621 (\$24.15-\$29.71-\$35.26)
Millwright	J-621 (\$24.15-\$29.71-\$35.26)

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 April 6, 2017 at 4:30 PM** 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 Nicole de Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Thursday, April 6, 2017**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, April 4, 2017**.

NEW CLASSIFICATIONS

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Pay Grade:</u>
CJ3034	Fire Alarm Technician	J-621 (\$24.15 – 29.71 – 35.26)
CJ3035	Fire Sprinkler Technician	J-621 (\$24.15 – 29.71 – 35.26)
CJ3036	Millwright	J-621 (\$24.15 – 29.71 – 35.26)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
10 – None/Incidental	7 – Skilled Craft	Medium	Non-Exempt
10 – None/Incidental	7 – Skilled Craft	Medium	Non-Exempt
10 – None/Incidental	7 – Skilled Craft	Medium	Non-Exempt

Synopsis:

At the request of Denver International Airport, it is proposed to create three new classifications; Fire Alarm Technician, Fire Sprinkler Technician, and Millwright. This request will provide additional classifications whose work are common trades areas with specific education, experience, and licensure or certification requirements that are not currently captured in the classification and pay plan. These new classes will allow management to attract and retain the most skilled and qualified employees.

Pay Rationale:

It is proposed to set the pay grade for the Fire Alarm Technician, Fire Sprinkler Technician, and Millwright using internal equity. There is no published market data for these positions. An internal review indicates that the duties being performed and the minimum qualifications are similar in type and level as Electricians. Therefore, an internal relationship to the Electrician classification was established to recommend pay grade J-621.

Employee Impact:

Since these are new classifications, there is no employee impact.

Budget Impact:

There is no budget impact. This is a new class.

Organizational Data:

These new classifications are part of skilled trades of the Facilities Maintenance group with the Airport Infrastructure Maintenance Division at Denver International Airport.

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.