

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: **March 26, 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 # 1379.**

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 Staff Project Inspector (621-E).

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. 1379

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 7, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Staff Project Inspector (621-E).

The Department of Public Works requested that the Office of Human Resources create a new class, Staff Project Inspector. This class will be an entry level bridge class as well as a career path into the Project Inspector series. The entry level class allows Senior City Inspectors the opportunity to train and advance in their careers. Senior City Inspectors perform several of the duties performed by Project Inspectors; however, they do not receive experience or training in processing contractor applications to ensure contract specifications are met. The Staff Project Inspector class will train employees in this process as well as others processes and duties.

NEW CLASSIFICATION

Job Code: CE2795 Classification Title: Staff Project Inspector

Proposed Pay Grade
621-E \$48,582 - \$70,930

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

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>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CE2795	Staff Project Inspector	621 E

Supervisory Level:
3 –None/Incidental

EEO Code:
3 - Technicians

Medical Group:
M – Medium Physical

FLSA:
This class is non-exempt.

Synopsis:

The Department of Public Works requested that the Office of Human Resources create a new class, Staff Project Inspector. This class will be an entry level bridge class as well as a career path into the Project Inspector series. The entry level class allows Senior City Inspectors the opportunity to train and advance in their careers. Senior City Inspectors perform several of the duties performed by Project Inspectors; however, they do not receive experience or training in processing contractor applications to ensure contract specifications are met. The Staff Project Inspector class will train employees in this process as well as others processes and duties.

Pay Rationale:

It is recommended that the Staff Project Inspector class be compensated at 621 E. This is a 4 pay grade difference from the Project Inspector class. The Project Inspector is a full performance class; whereas, the Staff Project Inspector is an entry level class. It is OHR compensation practice to have a two pay difference between classes in a series. In this case, there will be a four pay grade difference because there is no intermediate level class. Additionally, it is a precedent in our compensation practices to allow a four pay grade difference between professional classes in a series when the intermediate level is skipped. An example of this practice is in the auditor series. The Lead Internal Auditor and the Lead Tax Auditor are 4 pay grades higher than the Staff Internal Auditor and the Staff Tax Auditor and there is no intermediate level.

Employee Impact:

None, the Department of Public Works will reallocate employees when employees meet the minimum qualifications and are assigned to perform the work.

Budget Impact:

None.

Organizational Data:

Staff Project Inspectors may report to a number of classes.

Effective Date Rule:

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 reallocations shall be the beginning of the first work week following approval by the Board.