

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: June 3, 2016

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 #1523 – Lead Child Support Technician

3. Requesting Agency: Office of Human Resources

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

- Name: Brandi Miller
- Phone: 720-913-5602
- Email: brandi.miller@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 Lead Child Support Technician at pay grade 616-A.

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. 1523

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: May 18, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating Lead Child Support Technician at pay grade 616-A.

Currently, federal regulations do not allow anyone who is not paid by Title IV-D funds to access the ACSES mainframe. This prohibition eliminates the opportunity for the Performance Improvement Accountability Division (PIAD) within DHS to interact with and/or utilize quality assurance measures that would identify performance issues that are currently impacting the Child Support Division service delivery model. The creation of a Lead Child Support Technician classification is in response to this federal prohibition. The position will carry a small case load and be paid via Title IV-D funds so that access to the ACSES mainframe is allowed by federal regulation.

Caseload responsibilities do not allow for Child Support Technicians I and II to perform this higher level performance analysis while maintaining the current standards of delivery and performance currently set-forth by the Child Support Division delivery model.

This new class with Lead duties/opportunities will allow for better defined caseloads, real time monitoring of performance and efficiency, standardized responses and information dissemination, and allow for an additional layer of support and subject matter expertise in an effort to better serve the citizens of Denver.

NEW CLASS

<u>Classification Title</u>	<u>Pay Grade & Range (Min, Mid, Max)</u>
Lead Child Support Technician	616-A (\$43,170/ \$53,099/ \$63,028)

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 June 2, 2016 at 5:00 p.m.** 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 Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, June 1, 2016**. 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, May 30, 2016**.

NEW CLASS**Classification Title**

Lead Child Support Technician

Pay Grade & Range

616-A (\$43,170/ \$53,099/ \$63,028)

Supervisory Level:

Lead Child Support Technician: 2 – Leadworker

EEO Code:

Lead Child Support Technician: 6 – Office/Clerical

Medical Group:

Sedentary

Synopsis:

Currently, federal regulations do not allow anyone who is not paid by Title IV-D funds to access the ACSES mainframe. This prohibition eliminates the opportunity for the Performance Improvement Accountability Division (PIAD) within DHS to interact with and/or utilize quality assurance measures that would identify performance issues that are currently impacting the Child Support Division service delivery model. The creation of a Lead Child Support Technician classification is in response to this federal prohibition. The position will carry a small case load and be paid via Title IV-D funds so that access to the ACSES mainframe is allowed by federal regulation.

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Pay Rationale:

The proposed pay grade and range for this class is 616-A (\$43,170 - \$63,028). The rationale for this pay grade is the standard CCD practice of placing Lead positions one (1) pay grade above the highest subordinate position Child Support Technician II 615-A (\$41,291/ \$50,788/ \$60,285).

Employee Impact:

This is a new class. There will be no current employee impact.

Budget Impact:

As this is a new class, there is no immediate budget impact.

Organizational Data:

The employees in the Child Support Division all report to an Operational Supervisor I. This reporting structure will not change by adding this new class.

Effective Date Rule:

Section 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.