

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team at MileHighOrdinance@DenverGov.org by NOON on Wednesday.

**All fields must be completed.*
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: **August 19, 2010**

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 notices #1327 & 1328.

Career Service Authority respectfully requests that this go on Consent the week of August 30, 2010 through September 3, 2010. If not approved for Consent, we request this go to General Government Committee on September 8, 2010 for the following Class Notices: #1327 & 1328.

3. Requesting Agency: Career Service Authority

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

- Name: Alena Martinez
- Phone: 720-913-5726
- Email: alena.martinez@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: Bruce Backer/Roberta Monaco
- Phone: 720-913-5643/720-913-5629
- Email: bruce.backer@denvergov.org/roberta.monaco@denvergov.org

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

1. **Classification Notice #1327 –Staff Architectural Associate** is a title change from Staff Architect. It is recommended that the title of the Staff Architect class be changed to Staff Architectural Associate. The Colorado State Board of Registration for Architects does not allow anyone to be called an architect unless the person possesses a professional architect license. CSA contacted the Colorado State Board of Registration to obtain this information. The city is allowed to use architectural in a title but not the word architect to pertain to anyone who does not have a license. There is no budget impact.
2. **Classification Notice #1328 – Operations Assistant** is a title change from Agency Support Technician. CSA has recently completed a study of the Agency Support Technician class. The class specification was revised and updated to reflect the duties performed by employees in the class. Additionally, the title of the class was changed to Operations Assistant. There is no budget impact.

Please include the following:

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

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Ordinance Request Number: _____

Date: _____

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

None known

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POSTING IS REQUIRED

Classification Notice No. 1327

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: August 2, 2010
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Staff Architect to Staff Architectural Associate.

It is recommended that the title of the Staff Architect class be changed to Staff Architectural Associate. The Colorado State Board of Registration for Architects does not allow anyone to be called an architect unless the person possesses a professional architect license. CSA contacted the Colorado State Board of Registration to obtain this information. The city is allowed to use architectural in a title but not the word architect to pertain to anyone who does not have a license.

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Job Code</u>	<u>Present Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
CE0436	Staff Architect	Staff Architectural Associate	810-E (\$52,031 - \$83,022)

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 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 August 19, 2010 at 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Monday, August 16, 2010**. 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 Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, August 17, 2010**.

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____ Date: _____

Ordinance Request Number: _____ Date: _____

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Job Code</u>	<u>Present</u> <u>Classification Title</u>	<u>Proposed</u> <u>Classification Title</u>	<u>Pay Grade</u>
CE0436	Staff Architect	Staff Architectural Associate	810 E

Supervisory Level:
3 – None/Incidental

EEO Code:
2 – Professional

Medical Group:
S – Sedentary

Synopsis:
It is recommended that the title of the Staff Architect class be changed to Staff Architectural Associate. The Colorado State Board of Registration for Architects does not allow anyone to be called an architect unless the person possesses a professional architect license. CSA contacted the Colorado State Board of Registration to obtain this information. The city is allowed to use architectural in a title but not the word architect to pertain to anyone who does not have a license.

Pay Rationale:
The Staff Architectural Associate is compensated at 810 E. There is no recommendation to change the pay grade.

Employee Impact:
There is no employee impact as there are no employees in this class at the current time.

Budget Impact:
None.

Organizational Data:
A Staff Architectural Associate could report to a number of different 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 re-allocations shall be the beginning of the first work week following approval by the Board.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Ordinance Request Number: _____

Date: _____

POSTING IS REQUIRED

Classification Notice No. 1328

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: August 4, 2010
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Agency Support Technician to Operations Assistant.

CSA has recently completed a study of the Agency Support Technician class. The class specification was revised and updated to reflect the duties performed by employees in the class. Additionally, the title of the class was changed to Operations Assistant.

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Proposed Classification Title</u>	<u>Classification Title</u>	<u>Pay Grade& Range</u>
Agency Support Technician	Operations Assistant	613-A (\$35,912 - \$52,419)

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 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:

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Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, August 17, 2010**. 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 Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, August 17, 2010**.

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REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Job Code</u>	<u>Present Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade</u>
CA0653	Agency Support Technician	Operations Assistant	613 A
UA1366	Agency Support Technician	Operations Assistant	613 A
PA2334	Agency Support Technician	Operations Assistant	613 A

Supervisory Level:

3 – None.

EEO Code:

5 – Paraprofessional

Medical Group:

S – Sedentary

Synopsis:

CSA has recently completed a study of the Agency Support Technician class. The class specification was revised and updated to reflect the duties performed by employees in the class. Additionally, the title of the class was changed to Operations Assistant.

The new General Statement of Duties follows:

Performs paraprofessional operational duties that serve the needs of the business unit, evaluates operational practices, and makes recommendations for improvements.

Pay Rationale:

The Operations Assistant is a benchmark class. It is recommended that the pay grade remain at 613 A based on market data.

Employee Impact:

None.

Budget Impact:

None.

Organizational Data:

Operational Assistants will report to a variety of positions.

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

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Date: _____