

**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: **May 6, 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 #1520

3. Requesting Agency: Office of Human Resources

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

- Name: Alena Duran
- Phone: 720-913-5726
- Email: [alena.duran@denvergov.org](mailto:alena.duran@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/Alena Duran
- Phone: 720-913-5643/720-913-5726
- Email: [Nicole de Gioia-Keane@denvergov.org](mailto:Nicole.de.Gioia-Keane@denvergov.org)/[alena.duran@denvergov.org](mailto:alena.duran@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 Deputy Manager at pay grade 821-A. It is recommended to create a new classification for the highest level executive in large charter departments.

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. 1520**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: April 21, 2016  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Deputy Manager at pay grade 821-A.**

It is recommended to create a new classification for the highest level executive in large charter departments. Currently, this role is captured in a general classification that may contain the heads of smaller agencies and other executives across the City with a smaller scope of operations. The proposed classification, Deputy Manager will allow large departments more flexibility to attract and retain employees at the executive level. The large departments within the City are the Department of Public Works, Department of Human Services, Department of Aviation, and Department of Safety.

**NEW CLASS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade</u></b>
CA2951, MA2952	Deputy Manager	821-A (\$\$122,784 - \$196,454)

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 May 5, 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](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Alena Duran [alena.duran@denvergov.org](mailto:alena.duran@denvergov.org) by 8:00 a.m. on **Thursday, May 5, 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](mailto:alisha.gronniger@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday May 3 2016**.

**NEW CLASS**Job Code:

CA2951, MA2952

Classification Title:

Deputy Manager

Proposed Pay Grade

821-A (\$122,784 – 196,454)

Supervisory Level:

8 – Executive

EEO Code:

1 – Officials &amp; Administrators

Medical Group:

Sedentary

FLSA:

Exempt

Synopsis:

It is recommended to create a new classification for the highest level executive in large charter departments. Currently, this role is captured in a general classification that may contain the heads of smaller agencies and other executives across the City with a smaller scope of operations. The proposed classification, Deputy Manager will allow large departments more flexibility to attract and retain employees at the executive level. The large departments within the City are the Department of Public Works, Department of Human Services, Department of Aviation, and Department of Safety.

Pay Rationale:

The proposed pay grade for the Deputy Manager is 821-A. Internal equity was used to determine the pay grade for this classification to the Deputy Manager of Aviation, 821-A. The Deputy Manager of Aviation is a benchmark classification whose pay grade is set based on the market. It is recommended to establish a relationship between the Deputy Manager and the Deputy Manager of Aviation classes and make their pay grades equal given the comparable roles in their respective organizations. Both classes are executive level management classifications responsible for overseeing major divisions and multiple business lines within a large charter department.

Employee Impact:

This is a new class.

Budget Impact:

This is a new class and there is no cost impact at this time.

Organizational Data:

These classes will report to the appointed charter officer of a large charter department.

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.