

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: October 13, 2014

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 #1417

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:** Meredith Creme
- **Phone:** 720-913-5722
- **Email:** meredith.creme@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 abolishing 55 classifications as they are vacant and no longer used within the City and County of Denver.

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. 1417

To: Agency Heads and Employees
From: Natalie Landau, Deputy Director
Date: September 4, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by abolishing the following classifications as they are vacant and no longer used within the City and County of Denver.

ABOLISHMENTS

Job Code	Classification Title	Pay Grade
RG2402	Advanced Lifeguard	113-Z
CO2641	Anesthesia Technician	605-O
UA1364	Art Museum Marketing and Public Relations Representative	805-A
UN1817	Assistant Director of Museum Security and Safety	612-N
CA0666	Assistant Director of Parks	812-A
PA1101	Assistant Director Telecommunications	810-A
CJ2498	Certified Sterile Processing Technician	610-J
CO2652	Clinical Care Associate	608-O
MA0040	Community Relations Consultant	807-A
CC2506	Copy Center Operator	611-C
CO2703	Cytotechnologist	808-O
CI0338	Database Administrator	813-I
LI1601	Database Administrator	813-I
MA0041	Deputy Manager of General Services for Theatres and Arenas	815-A
LA2510	Digital Imaging Technician	613-A
MA0053	Director of Community Relations	812-A
CA0806	Director of Employee Assistance	813-A
CI2407	Director of IT Customer Relationships	820-I
YA1148	Director Special Programs	813-A
UA1382	Education Program Coordinator	806-A
CA2693	Employee Assistance Counselor	806-A
CA2809	Employee Assistance Counselor Hourly	806-A
AE1764	Executive Manager	820-E
AI1765	Executive Manager	822-I
AV1916	Executive Manager	818-V
CE1761	Executive Manager	820-E
CI1762	Executive Manager	822-I
CV1913	Executive Manager	818-V

Job Code	Classification Title	Pay Grade
EE1767	Executive Manager	820-E
EI1768	Executive Manager	822-I
LV1915	Executive Manager	818-V
ME1787	Executive Manager	820-E
MI1789	Executive Manager	822-I
MV1914	Executive Manager	818-V
CA2520	Exhibition Designer	616-A
UA2521	Exhibition Designer	616-A
CO2711	Imaging Operations Supervisor	811-O
MA9999	Independent Monitor	000-X
CJ2541	Information Display Technician	619-J
CO2640	Lead Radiographic Support Technician	606-O
CE2168	Manager 1	818-E
EA1781	Manager 2	815-A
UC2563	Museum Collection Assistant	613-C
CC2564	Museum Curatorial Assistant	611-C
UC2565	Museum Curatorial Assistant	611-C
UN1974	Museum Dock Officer	609-N
CO0597	Nutritionist	804-O
CC2579	Press Operator	611-C
LC2580	Press Operator	611-C
CO2639	Radiographic Support Technician	605-O
NW1461	Security Sergeant	000-X
CJ2594	Senior Equipment Repair Technician	616-J
UA2587	Senior Exhibition Designer	807-A
CE0385	Surveying Associate	620-E
CI1017	Telecommunications Administrator	812-I

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 September 18, 2014 9:00 a.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 Meredith Crème meredith.creme@denvergov.org Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, September 17, 2014**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday September 16, 2014**.

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Synopsis:

These are classes to be abolished. These classes are vacant, and other classes were created to replace these classes and/or are no longer needed by the department or agency. The departments or agencies that used these classes were notified, and they approved the abolishment of these classes.

Pay Rationale:

None.

Employee Impact:

None. There are no employees in these classes.

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.