

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: **April 7, 2017**

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 #1537 – Senior Director of Information Technology

3. Requesting Agency: Office of Human Resources

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

- Name: Blair Malloy
- Phone: 720-913-5631
- Email: blair.malloy@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 a class called Senior Director of Information Technology at pay grade I-821.

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. 1537

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: March 24, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a class called Senior Director of Information Technology at pay grade I-821.

It is recommended to create a new classification in the information technology hierarchy chain to provide additional flexibility of IT department management across the city. The proposed classification, Senior Director of Information Technology, will allow department/agency IT functions to attract and retain management-level IT employees.

NEW CLASS

Proposed Title

Senior Director of Information Technology

Proposed Pay Grade

I-821 (\$121,877–\$158,440–\$195,003)

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 April 6, 2017 at 4:30 PM** 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 Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Thursday, April 6, 2017**. 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, April 4, 2017**.

NEW CLASSIFICATION

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Pay Grade:</u>
CI3033	Senior Director of Information Technology	I-821 (\$121,877 – 158,440 – 195,003)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
4 – Director	1 – Officials/Administrators	Sedentary	Exempt

Synopsis:

It is recommended to create a new classification in the information technology hierarchy chain to provide additional flexibility of IT department management across the city. The proposed classification, Senior Director of Information Technology, will allow department/agency IT functions to attract and retain management-level IT employees.

Pay Rationale:

It is proposed to set the pay grade for the Senior Director of Information Technology at I-821. This is based on a review of internal equity to the Information Technology Director classification, I-820. The Information Technology Director is a benchmark classification whose pay grade is set based on market data. Although both are director-level management classification, given the higher-level responsibility, oversight, and scope of the Senior Director of Information Technology, it is recommended to establish a relationship of +1 pay grade for the Senior Director of Information Technology to the Information Technology Director.

Employee Impact:

Since this is a new classification, there is no employee impact.

Budget Impact:

There is no budget impact. This is a new class.

Organizational Data:

This classification may be used in the IT divisions of Technology Services, Denver International Airport, or IT functions of independent agencies and would report to an executive overseeing the IT function in that respective department/agency.

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.