

**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.*

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Date of Request: December 8, 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 #1554 – Executive Director – Civil Service Commission

3. Requesting Agency: Office of Human Resources

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

- Name: Susan O'Neill
- Phone: 720-913-5668
- Email: susan.oneill@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 changing the pay grade of the Executive Director – Civil Service Commission from A-814 to A-816.

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. 1554**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of the Office of Human Resources  
Date: November 22, 2017  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of the Executive Director – Civil Service Commission from A-814 to A-816.**

The pay grade of the Executive Director - Civil Service Commission classification has not changed with the other equivalent Director classifications. It is necessary to change the pay grade of the Executive Director - Civil Service Commission to correct this. This is the head of the Denver Civil Service Commission, an independent agency that is responsible for administering the testing process for entry-level and promotional positions within the Denver Police and Fire Departments, policy administration, and hearing disciplinary appeals of classified members.

**PAY GRADE CHANGE ONLY**

**Classification Title**

Executive Director – Civil Service Commission

**Current Pay Grade**

A-814 (\$79,828–\$103,777–\$127,725)

**Proposed Pay Grade**

A-816 (\$91,224–\$118,591–\$145,958)

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 Executive Director of the Office of Human Resources 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, December 7, 2017 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Tuesday, December 5, 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 George Branchaud [george.branchaud@denvergov.org](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, December 5, 2017**.

**PAY GRADE CHANGE**

Job Code:  
VA1134

Classification Title:  
Executive Director – Civil Service Commission

Current Pay Grade:  
A-814 (\$79,828 – \$103,777 – \$127,725)

Proposed Pay Grade  
A-816 (\$91,224 - \$118,591 - \$145,958)

Supervisory Level:  
4 Director

EEO Code:  
1 - Officials and Administrators

Medical Group:  
Sedentary Light

FLSA:  
Exempt

Synopsis:

The pay grade of the Executive Director - Civil Service Commission classification has not changed with the other equivalent Director classifications. It is necessary to change the pay grade of the Executive Director - Civil Service Commission to correct this. This is the head of the Denver Civil Service Commission, an independent agency that is responsible for administering the testing process for entry-level and promotional positions within the Denver Police and Fire Departments, policy administration, and hearing disciplinary appeals of classified members.

Pay Rationale:

It is proposed to change the pay grade for the Executive Director - Civil Service Commission from A-814 to A-816. The position was audited in March 2017 resulting in the reclassification to the Director classification. It is appropriate that agency top leadership positions have specific classifications. The direct internal relationship is to the Director classification which is a benchmark and is at pay grade A-816. Both classifications manage a small agency and are generally responsible for establishing and implementing organizational goals, supervising managers, and are strategically, operationally, and functionally focused. For these reasons, it is proposed to change the pay grade to maintain the relationship.

Employee Impact:

This will affect one employee who is currently in the position.

Budget Impact:

None – This employee's salary is within the new recommended salary range.

Organizational Data:

There is no organizational change as the impacted employee will remain as the head of the Civil Service Commission.

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.