

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: **August 21, 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 #1415**

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 adding the classification of Library Aide at pay grade 219-Y (\$9.47-\$10.61). Additionally, it is proposed to abolish the classification of Shelver (601-C).

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. 1415

To: Agency Heads and Employees
From: Natalie Landau, Deputy Director
Date: August 6, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Library Aide at pay grade 219-Y (\$9.47-\$10.61). Additionally, it is proposed to abolish the classification of Shelver (601-C).

As the result of a study recently conducted for the Denver Public Library (DPL) by the Office of Human Resources Classification and Compensation team, creation of a new class (Library Aide), is proposed to accommodate the work being performed to assist Library staff with a variety of day-to-day library operations. Currently these employees are classified as Shelves but are not performing library shelving duties.

Additionally, it is proposed to abolish the Shelver classification. During the study the other DPL employees classified as Shelves were reallocated to the Administrative Support Assistant I (ASA I) classification. These employees are performing a range of administrative duties and no longer just retrieving and shelving library materials. By creating the Library Aide classification as well as reallocating employees to ASA I, the Shelver classification will no longer be needed.

NEW CLASS

<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
Library Aide	219-Y (\$9.47-\$10.61)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
LC1260	Shelver	601-C

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 August 21, 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, August 20, 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 August 19, 2014**.

NEW CLASS

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
LG2888	Library Aide	219-Y (\$9.47-\$10.61)

Supervisory Level:

3: None

EEO Code:

6: Office/Clerical

Medical Group:

M: Medium Physical

FLSA:

Non-exempt

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
LC1260	Shelver	601-C

Synopsis:

As the result of a study recently conducted for the Denver Public Library (DPL) by the Office of Human Resources Classification and Compensation team, creation of a new class (Library Aide), is proposed to accommodate the work being performed to assist Library staff with a variety of day-to-day library operations. Currently these employees are classified as Shelvers but are not performing library shelving duties.

Additionally, it is proposed to abolish the Shelver classification. During the study the other DPL employees classified as Shelvers were reallocated to the Administrative Support Assistant I (ASA I) classification. These employees are performing a range of administrative duties and no longer just retrieving and shelving library materials. By creating the Library Aide classification as well as reallocating employees to ASA I, the Shelver classification will no longer be needed.

Pay Rationale:

Pay grade 219-Y is recommended for the Library Aide classification. The recommendation is based on an internal relationship with the Recreation Facility Assistant, which performs a similar type and level of duties by assisting in the operation of organized recreation activities and the day-to-day operations of a recreation facility. This pay grade is in the Short Range pay schedule which is applicable to classifications comprised solely of on-call positions.

Employee Impact:

16 on-call employees will be reallocated to the Library Aide classification.

Budget Impact:

None. The sixteen employees are currently paid a salary that falls within pay grade 219-Y and therefore will move pay-to-pay.

Organizational Data:

This is a specific classification for use by DPL. The Library Aide will assist in a variety of events and programs conducted by the Library and will be supervised by full-time DPL staff.

Proposed Effective Date:

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. 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.