

## 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: **January 20, 2011**

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 #1335**

Career Service Authority respectfully requests that this go on Consent the week of January 31, 2011 through February 4, 2011. If not approved for Consent, we request this go to General Government Committee on February 9, 2011.

3. Requesting Agency: Career Service Authority

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

- Name: Alena Martinez
- Phone: 720-913-5726
- Email: [alena.martinez@denvergov.org](mailto:alena.martinez@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: Bruce Backer/Roberta Monaco
- Phone: 720-913-5643/720-913-5629
- Email: [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org)/[roberta.monaco@denvergov.org](mailto:roberta.monaco@denvergov.org)

6. General description of proposed ordinance including contract scope of work if applicable:

1. **Classification Notice #1334 – Psychometrist** is recommended for abolishment. This is a vacant single (position/class). The agency will not fill this position in the near future. There is no budget impact.

**Please include the following:**

- a. Duration:
- b. Location:
- c. Affected Council District:
- d. Benefits:
- e. Costs:

7. Is there any controversy surrounding this ordinance? (groups or individuals who may have concerns about it?) **Please explain.**

None known

---

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date: \_\_\_\_\_

Ordinance Request Number: \_\_\_\_\_

Date: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1335**

To: Agency Heads and Employees  
From: Jeff Dolan, Career Service Executive Personnel Director  
Date: January 7, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by deleting Psychometrist.**

This is a vacant single (position/class). The agency will not fill this position in the near future.

**ABOLISHMENT**

**Job Code:** VA1135      **Classification Title:** Psychometrist      **Pay Grade:** 810-A

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

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 January 20, 2011 at 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Thursday, January 20, 2011**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, January 18, 2011**.

---

*To be completed by Mayor’s Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date: \_\_\_\_\_

Ordinance Request Number: \_\_\_\_\_

Date: \_\_\_\_\_

**ABOLISHMENT**

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
VA1135	Psychometrist	810-A

Synopsis:

This is a vacant single (position/class). The agency will not fill this position in near future.

Pay Rationale:

N/A

Employee Impact:

None

Budget Impact:

None

Proposed Effective Date:

The first pay period after Career Service Board approval

Proposed Effective Date Rule:

Career Service-Rule (7-41)

---

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date: \_\_\_\_\_

Ordinance Request Number: \_\_\_\_\_

Date: \_\_\_\_\_