

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: **December 19, 2019**

Please mark one: **Bill Request** or **Resolution Request**

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
 Dedication/Vacation **Appropriation/Supplemental** **DRMC Change**
 Other: Classification & Pay Plan Update

2. Title: Approves Classification Notice #1631

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Lori Schumann	Name: Lori Schumann
Email: Lori.Schumann@denvergov.org	Email: Lori.Schumann@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The proposed change amends the Classification and Pay Plan by creating a new classification of Animal Shelter Administrative Support Supervisor and changing the title of Denver Animal Shelter Assistant to Animal Shelter Assistant.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 008

Date Entered: _____

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

POSTING IS REQUIRED

Classification Notice No. 1631

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 008

Date Entered: _____

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 15, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Animal Shelter Administrative Support Supervisor and changing the title of Denver Animal Shelter Assistant to Animal Shelter Assistant.

Due to recent organizational changes, Denver Animal Protection (DAP) identified a need to create an Animal Shelter Administrative Support Supervisor. This position will supervise the Denver Animal Shelter Assistant (C-613). The Animal Shelter Administrative Support Supervisor (C-806) is a career path for the Denver Animal Shelter Assistant (C-613).

In addition, because of this new classification, it is recommended to change the title of Denver Animal Shelter Assistant to Animal Shelter Assistant to decrease the length of the title and to match the new classification title of Animal Shelter Administrative Support Supervisor.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CC3203	Animal Shelter Administrative Support Supervisor	C-806 (\$47,182 - \$75,492)

CLASSIFICATION TITLE CHANGE

<u>Current Class Title</u>	<u>Proposed Class Title</u>
Denver Animal Shelter Assistant	Animal Shelter Assistant

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, December 19, 2019 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, December 19, 2019**. 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 at (720) 913-5650 no later than noon on **Tuesday, December 17, 2019**.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 008

Date Entered: _____