

## 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**. Contact the Mayor's Legislative team with questions

---

**Date of Request: November 21, 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 #1630

**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: Conor Wildt	Name: Conor Wildt
Email: <a href="mailto:conor.wildt@denvergov.org">conor.wildt@denvergov.org</a>	Email: <a href="mailto:conor.wildt@denvergov.org">conor.wildt@denvergov.org</a>

**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 abolishing various classifications from the city's classification structure.

**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: BR19 1315

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. 1630

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

Resolution/Bill Number: BR19 1315

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

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** November 8, 2019  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by abolishing various classifications from the city's classification structure.**

Every year the Class/Comp team reviews classifications not being utilized for potential abolishment from the city's classification structure.

Class/Comp partners with HRTI to develop the list of classifications that meet the following criteria:

- 1.) The class was created before the start of Workday (1/1/17)
- 2.) The class is not currently in use by any agency (0 incumbents)

Available reporting tools do not offer insight into how long the class has been vacant, therefore these unused classifications were vetted by the Class/Comp team with the appropriate stakeholders at each agency to confirm that agencies don't intend to use them in the future.

As a result, Class/Comp is proposing to abolish 39 classifications through our annual review/cleanup of non-utilized classifications.

**CLASSIFICATION ABOLISHMENT(S)**

Job Code	Compensation Grade	Job Title
CO2728	O-826	Associate Director Physician Services
CE0374	E-813	Aviation Electrical-Electronic Support Engineer
CJ2593	J-622	Biomedical Equipment Technician Senior
CJ2496	J-615	Central Supply Supervisor
CJ2497	J-610	Central Supply Technician
CJ2495	J-607	Central Supply Technician Lead
CO0564	O-812	Clinical Nurse Specialist
DA1193	X-000	Consumer Fraud Specialist
CJ2505	J-607	Cook
CI2865	I-625	IT Data Architect Staff
CI2815	I-623	IT Database Administrator Staff
CI2415	I-813	IT ERP Applications Administrator I
CI2326	I-623	IT ERP Developer Staff
CI2329	I-623	IT ERP Systems Analyst Staff
CL0354	L-625	Legal Research Appellate Assistant
CV2150	V-615	Loan and Grant Processor
CO2683	O-621	Mammography Technologist
CO0590	O-813	Nurse Practitioner
CO0592	O-811	Nursing Administrator
CO0594	O-815	Nursing Operations Manager
DC1162	X-000	Office Administrator

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

Resolution/Bill Number: BR19 1315

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

CO0602	O-809	Physical Therapist
CO2719	O-821	Physician
CO2720	O-823	Physician Advanced
CO2722	O-823	Physician Technical
CO2724	O-825	Physician Technical Advanced
DA1197	X-000	Pre-Trial Investigator
CO0606	O-811	Psychologist
CO0608	O-813	Psychologist Supervisor
CV2009	V-613	Real Property Appraiser Technician
CO2678	O-616	Respiratory Therapist Senior
DA1201	X-000	Subpoena Server
DX2391	X-000	Technology Coordinator
CA2695	A-807	Therapist Licensed Masters Level
CA2688	A-807	Therapist Masters Level
DC1170	X-000	Trial Support Services Clerk
CN2087	N-617	Vector Control Inspector
DC1172	X-000	Volunteer Coordinator
CJ2622	J-606	Washing Machine Operator

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, November 21, 2019 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1<sup>st</sup> 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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, November 21, 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](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, November 19, 2019**.

---

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

Resolution/Bill Number: BR19 1315

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