

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **11:00am on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **October 20, 2022**

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 Notices #1745

**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: Blair Malloy	Name: Blair Malloy
Email: Blair.Malloy@denvergov.org	Email: Blair.Malloy@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 four new classifications called Environmental Public Health Technician (I, II, III, and Supervisor) as well as changing the pay grade of Veterinary Technicians (Apprentice, Non-Certified, and Certified) and abolishing the Animal Care (Attendant and Supervisor) and Animal Shelter (Assistant and Administrative Support Supervisor) classifications.

**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\*\***

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

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

## Key Contract Terms

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?

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**POSTING IS REQUIRED**

**Classification Notice No. 1745**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 7, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating four new classifications called Environmental Public Health Technician (I, II, III, and Supervisor) as well as changing the pay grade of Veterinary Technicians (Apprentice, Non-Certified, and Certified) and abolishing the Animal Care (Attendant and Supervisor) and Animal Shelter (Assistant and Administrative Support Supervisor) classifications.**

The Denver Department of Public Health & Environment has requested a new class series to perform technical and administrative environmental and public health work within the department. This new series will allow a simpler career path, eliminate standalone classifications, provide management with flexibility in assigning work, and is aligned to market data. It is also recommended to adjust the pay grades of the Veterinary Technician series which have higher level duties and minimum qualifications than the proposed new classifications. Finally, it is recommended to abolish certain classifications used in the Denver Animal Protection division as they will be replaced with the new series.

**NEW CLASSIFICATIONS**

<b><u>Proposed Classification Title</u></b>	<b><u>Proposed Pay Grade/Range</u></b>
Environmental Public Health Technician I	NE-09 (\$19.31-24.14-28.97)
Environmental Public Health Technician II	NE-11 (\$21.70-27.13-32.55)
Environmental Public Health Technician III	NE-13 (\$24.38-30.48-36.57)
Environmental Public Health Technician Supervisor	EX-08 (\$57,860-76,664-95,469)

**PAY GRADE CHANGES**

<b><u>Current Classification Title</u></b>	<b><u>Current Pay Grade/Range</u></b>	<b><u>Proposed Pay Grade/Range</u></b>
Veterinary Technician Apprentice	NE-05 (\$15.87-19.84-23.81)	NE-06 (\$16.22-20.28-24.33)
Veterinary Technician Non-Certified	NE-08 (\$18.22-22.78-27.33)	NE-13 (\$24.38-30.48-36.57)
Veterinary Technician Certified	NE-10 (\$20.47-25.59-30.71)	NE-15 (\$26.86-34.25-41.63)

**ABOLISHMENTS**

<b><u>Current Classification Title</u></b>	<b><u>Current Pay Grade/Range</u></b>
Animal Care Attendant	NE-06 (\$16.22-20.28-24.33)
Animal Care Supervisor	NE-10 (\$20.47-25.59-30.71)
Animal Shelter Assistant	NE-10 (\$20.47-25.59-30.71)
Animal Shelter Administrative Support Supervisor	EX-05 (\$45,931-60,858-75,786)

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**Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, October 20, 2022, 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, October 20, 2022**. 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, October 18, 2022**.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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 OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.

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