

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: **January 04, 2020**

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 #1656, #1657, #1660, #1661, #1662, #1663

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: Alena Duran	Name: Alena Duran
Email: Alena.Duran@denvergov.org	Email: Alena.Duran@denvergov.org

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

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

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

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR21 0018

Date Entered: _____

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?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR21 0018

Date Entered: _____

To: Denver City Council

From: Karen Niparko, Executive Director of the Office of Human Resources
Nicole De Gioia-Keane, Classification & Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: January 4, 2020

Subject: Changes to the Classification & Pay Plan **Not** Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of July 2020 through December 2020.

For this timeframe, there are 6 on 12/31/20 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1656 – HR ADA Administrator
- Classification Notice 1657 – HR Leave Administration Coordinator and HR Leave Technician
- Classification Notice 1660 – Zoning Inspection Specialist
- Classification Notice 1661 – Business License Inspector I & II
- Classification Notice 1662 – Fleet Parts Specialists
- Classification Notice 1663 – Chief Information Officer

The next submission will be in July 2021 for small-impact changes provisionally approved by the OHR Executive Director for the period of January 2021 through June 2021.

POSTING IS REQUIRED

Classification Notice No. 1656

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR21 0018

Date Entered: _____

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 17, 2020
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of HR ADA Coordinator (A-809) to HR ADA Administrator (A-811).

It is proposed to change the title of the HR ADA Coordinator to better describe the work performed in the classification to HR ADA Administrator. It is also recommended to increase the pay grade of this classification from pay grade A-809 to A-811. These changes are the result of ongoing classification maintenance by the Office of Human Resources.

CLASSIFICATION TITLE & PAY GRADE CHANGE

<u>Job Code</u> CA3010	<u>Current Class Title</u> HR ADA Coordinator	<u>Proposed Class Title</u> HR ADA Administrator
<u>Current Pay Grade & Range</u> A-809 (\$58,433-75,963-93,493)	<u>Proposed Pay Grade & Range</u> A-811 (\$66,775-86,808-106,840)	

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, July 30, 2020**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1657

To: Agency Heads and Employees

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0018

Date Entered: _____

From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 17, 2020
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of HR Leave Administration Coordinator (A-807) to (A-620) and abolishing the HR Leave Technician (CA2874).

As result of ongoing classification maintenance by the Office of Human Resources, it proposed to change the HR Leave Administration Coordinator from exempt to non-exempt under the Fair Labor Standards Act issued by the US Department of Labor resulting from a review of the duties and responsibilities. This change requires updating the pay grade of this classification from pay grade A-807 to A-620.

CLASSIFICATION PAY GRADE CHANGE

<u>Job Code</u>	<u>Class Title</u>
CA3011	HR Leave Administration Coordinator
LA3029	HR Leave Administration Coordinator

<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
A-807 (\$51,133-\$66,473-\$81,813)	A-620 (\$26.29-\$32.34-\$38.38)
A-807 (\$51,133-\$66,473-\$81,813)	A-620 (\$26.29-\$32.34-\$38.38)

CLASSIFICATION ABOLISHMENT

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade & Range</u>
CA2874	HR Leave Technician	A-616 (\$22.01-\$27.07-\$32.13)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, July 30, 2020**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1660

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 18, 2020

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0018

Date Entered: _____

Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Zoning Inspection Specialist (CE3284).

OHR conducted a citywide study on the City Inspector classification series which is used across various departments throughout the city. Community Planning and Development has a vast majority of these classifications. During the study, it was found that a new classification needed to be created to capture the higher-level duties and scope of work being performed for landmark reviews and inspections. This position performs specialized enforcement and project plans review work related to special projects, such as Landmark Review, to ensure compliance with City ordinances. Employees in this classification also perform work related to special operational projects or initiatives as well as new employee training and continuing education.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CE3284	Zoning Inspection Specialist	E-623 (\$26.95/\$33.15/\$39.35)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 01, 2020**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1661

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 25, 2020
Subject: Proposed Change to the Classification and Pay Plan

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0018

Date Entered: _____

The proposed change amends the Classification and Pay Plan by creating the new classification of Business License Inspector II (CN3291) and changing the name of Business License Inspector (CN1848) to Business License Inspector I.

Excise and License requested the Office of Human Resources to create a second level classification within the Business License Inspector series in order to create a career path for these positions and create a classification that will focus on full performance level complaint investigations work, whereas the Business License Inspector I is an intermediate level classification focused on routine compliance inspections.

The primary duties and responsibilities of the Business License Inspectors is the investigation and enforcement of business licenses to ensure compliance with federal, state, and municipal codes, rules and regulations related to marijuana, liquor, food establishments, short-term rentals and various other regulated businesses. The Business License Inspector II also conducts investigations of new marijuana and liquor licenses to ensure proximitities comply with State of Colorado statutes.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CN3291	Business License Inspector II	N-619 (\$23.08 - \$28.39 - \$33.70)

CLASSIFICATION TITLE CHANGE

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Current Pay Grade & Range</u>
CN1848	Business License Inspector	Business License Inspector I	N-617 (\$21.12 - \$25.98 - \$30.84)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 08, 2020**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1662

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: October 02, 2020
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification series for Fleet Parts.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR21 0018

Date Entered: _____

A study was conducted on the current Stockkeepers that work in the Fleet Logistics Division of the Department of Transportation and Infrastructure. Employees are currently classified in the Stockkeeper classification series. It was found that this series didn't capture the depth, knowledge and skills that is needed to work in a Logistics warehouse. Also, Fleet was having difficulty retaining Stockkeeper I's because they were leaving to be a Utility Worker because of higher pay. This was a huge concern for DOTI because Utility Workers don't have to have a HS diploma and are not required to have computer skills whereas a Stockkeeper I does require a HS diploma and needs to have computer skills. DOTI was also having issues attracting the right candidate when posting for Stockkeepers, not only because of the duties but also the minimum requirements. Employees in this classification series are performing stockroom duties on automotive and heavy equipment parts. This includes purchasing, contacting vendors, researching orders, and maintaining inventory control systems for a variety of supplies, materials, parts and equipment.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3286	Fleet Parts Specialist I	J-613 (\$17.72 - \$21.80 - \$25.87)
CJ3287	Fleet Parts Specialist II	J-615 (\$19.37 - \$23.83 - \$28.28)
CJ3288	Fleet Parts Specialist III	J-617 (\$21.17 - \$26.04 - \$30.91)
CJ3289	Fleet Parts Specialist Supervisor	J-621 (\$25.29 - \$31.11 - \$36.92)
CA3290	Fleet Parts Specialist Manager	A-814 (\$81,572 - \$106,044 - \$130,515)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 15, 2020**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1663

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: October 23, 2020
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Executive (MI2445) to Chief Information Officer (MI2445).

The Office of Human Resources Classification and Compensation Division is reviewing classification titles for appropriate titling and naming convention and determined that the appointing authority for Technology Services, whose current

To be completed by Mayor’s Legislative Team:

classification title of "Executive" should be titled "Chief Information Officer" for better internal identification and matching within the external marketplace.

CLASSIFICATION TITLE CHANGE(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Current Pay Grade & Range</u>
MI2445	Executive	Chief Information Officer	I-824 (154,950 – 201,435 – 247,920)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, November 5, 2020**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR21 0018

Date Entered: _____