

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: **April 18, 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 #1592

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: John Hoffman	Name: John Hoffman
Email: john.hoffman@denvergov.org	Email: john.hoffman@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 three new classifications: the Tax Technician Specialist, the Tax Compliance Specialist, and the Tax Technician Supervisor; amends the titles and pay grades of three existing classifications: the Tax Compliance Agent I, the Tax Compliance Agent II, and the Tax Compliance Supervisor; amends the pay grade of two existing classifications: the Tax Technician I and the Tax Technician II; and abolishes two classifications: the Tax Analyst and the Treasury Agent.

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: BR19 0409

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: BR19 0409

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1592

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 5, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating three new classifications: the Tax Technician Specialist, the Tax Compliance Specialist, and the Tax Technician Supervisor; amends the titles and pay grades of three existing classifications: the Tax Compliance Agent I, the Tax Compliance Agent II, and the Tax Compliance Supervisor; amends the pay grade of two existing classifications: the Tax Technician I and the Tax Technician II; and abolishes two classifications: the Tax Analyst and the Treasury Agent.

The Department of Finance – Treasury Division requested a study of its taxpayment processing and collections classifications since these classifications have not been reviewed in over 10 years and Treasury suspected that these classifications were not in alignment with accurate market rates of pay.

The Office of Human Resources worked with Treasury to design and develop two new classification series to better align with the duties and responsibilities being performed within the taxpayment processing section and the delinquent tax collections section.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CV3160	Tax Technician Specialist	V-618 (\$23.07 - \$28.38 - \$33.68)
CV3161	Tax Compliance Specialist	V-621 (\$26.37 - \$32.44 - \$38.50)
CV3162	Tax Technician Supervisor	V-810 (\$59,953 - \$77,939 - \$95,925)

TITLE & PAY GRADE CHANGES

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Current Pay Grade & Range</u>
CV2129	Tax Revenue Agent I	Tax Compliance Agent I	V-615 (\$20.19 - \$24.16 - \$29.48)
CV2130	Tax Revenue Agent II	Tax Compliance Agent II	V-617 (\$22.07 - \$27.15 - \$32.22)
CV2132	Tax Revenue Supervisor	Tax Compliance Supervisor	V-808 (\$52,463 - \$68,202 - \$83,939)

<u>Proposed Pay Grade & Range</u>
V-617 (\$22.07 - \$27.15 - \$32.22)
V-619 (\$24.12 - \$29.67 - \$35.22)
V-810 (\$59,953 - \$77,939 - \$95,925)

PAY GRADE CHANGE(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
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Date Entered: _____

CV2355	Tax Technician I	V-612 (\$17.67 - \$21.74 - \$25.80)	V-614 (\$19.31 - \$23.75 - \$28.19)
CV2356	Tax Technician II	V-613 (\$18.47 - \$22.72 - \$26.97)	V-616 (\$21.11 - \$25.97 - \$30.82)

ABOLISHMENT(S)

<u>Job Code</u>	<u>Current Class Title</u>
CV2063	Tax Analyst
CV2131	Treasury Agent

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, April 18, 2019 at 9:00 AM** in the Webb Municipal Building, 4th floor, Room 4.G.2, 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, April 18, 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, April 16, 2019**.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0409

Date Entered: _____