

## 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

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Date of Request: **August 15, 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 #1613

**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: <a href="mailto:john.hoffman@denvergov.org">john.hoffman@denvergov.org</a>	Email: <a href="mailto:john.hoffman@denvergov.org">john.hoffman@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 creating a new classification series for the Department of Finance – Assessment Division. The current associated classifications will be abolished.

**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

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

Resolution/Bill Number: BR19 0861

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. 1613

To: Agency Heads and Employees

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

Resolution/Bill Number: BR19 0861

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

**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** August 2, 2019  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification series for the Department of Finance – Assessment Division. The current associated classifications will be abolished.**

The Department of Finance – Assessment Division requested a study of its property transfer, geographic information systems, and personal property appraisal classifications since these classifications have not been reviewed in over 10 years.

The Office of Human Resources worked with the Assessment Division to design and develop new classification series to better align with the duties and responsibilities being performed within these respective work groups. The following classifications are being proposed:

<u>Assessment Information Series</u>	<u>Assessment GIS Series</u>	<u>Personal Property Appraiser Series</u>
Assessment Information Technician I	Assessment GIS Technician I	Personal Property Appraiser I
Assessment Information Technician II	Assessment GIS Technician II	Personal Property Appraiser II
Assessment Information Supervisor	Assessment GIS Supervisor	Personal Property Appraiser III
		Personal Property Appraiser Supervisor

**NEW CLASSIFICATION(S)**

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CV3167	Assessment Information Technician I	V-613 (\$18.47-\$22.72-\$26.97)
CV3168	Assessment Information Technician II	V-615 (\$20.19-\$24.84-\$29.48)
CV3169	Assessment Information Supervisor	V-811 (\$64,090-\$83,317-\$102,544)
CV3170	Assessment GIS Technician I	V-616 (\$21.11-\$25.97-\$30.82)
CV3171	Assessment GIS Technician II	V-618 (\$23.07-\$28.38-\$33.68)
CV3172	Assessment GIS Supervisor	V-811 (\$64,090-\$83,317-\$102,544)
CV3173	Personal Property Appraiser I	V-614 (\$19.31-\$23.75-\$28.19)
CV3174	Personal Property Appraiser II	V-616 (\$21.11-\$25.97-\$30.82)
CV3175	Personal Property Appraiser III	V-618 (\$23.07-\$28.38-\$33.68)
CV3176	Personal Property Appraiser Supervisor	V-811 (\$64,090-\$83,317-\$102,544)

**CLASSIFICATION ABOLISHMENT(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>
CV2360	Assessment Information Technician	V-613 (\$18.47-\$22.72-\$26.97)
CV2730	Personal Property Analyst I	V-612 (\$17.67-\$21.74-\$25.80)
CV1991	Personal Property Analyst II	V-614 (\$19.31-\$23.75-\$28.19)
CV2731	Personal Property Analyst III	V-616 (\$21.11-\$25.97-\$30.82)

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

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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, August 15, 2019 at 9:00 AM** in the Webb Municipal Building, 4<sup>th</sup> 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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, August 15, 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, August 13, 2019**.

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

Resolution/Bill Number: BR19 0861

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