

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

All fields must be completed.
Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: **February 18, 2016**

Please mark one: **Bill Request** or **Resolution Request**

1. **Has your agency submitted this request in the last 12 months?**

Yes **No**

If yes, please explain:

2. **Title: Approve classification notice #1512**

3. **Requesting Agency:** Office of Human Resources

4. **Contact Person:** *(with actual knowledge of proposed ordinance)*

- **Name:** Alena Duran
- **Phone:** 720-913-5726
- **Email:** alena.duran@denvergov.org

5. **Contact Person:** *(with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)*

- **Name:** Nicole de Gioia-Keane/Alena Duran
- **Phone:** 720-913-5643/720-913-5726
- **Email:** [Nicole de Gioia-Keane@denvergov.org](mailto:Nicole.de.Gioia-Keane@denvergov.org)/alena.duran@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

The proposed change amends the Classification and Pay Plan by adding Events Facilitator at pay grade 613-C.

The Parks and Recreation department reached out to Office of Human Resources (OHR) stating they were having issues when recruiting for their positions that facilitate events at City facilities and parks. There are two divisions within Parks that are using these positions; Permitting and the Parks districts. They're currently using the Administrative Support Assistant III (610-C) which made it confusing for the applicant. The Administrative Support Assistant III classification wasn't attracting the appropriate candidates and therefore the agency was having issues finding candidates. OHR worked with the department to create a new class called Events Facilitator.

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?)
Please explain.

None known

8. **Budget Impact:**

The current budget impact is \$15,391.20 which is a result of the six employees moving to the minimum of the new class.

POSTING IS REQUIRED

Classification Notice No. 1512

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: February 4, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Events Facilitator at pay grade 613-C.

The Parks and Recreation department reached out to Office of Human Resources (OHR) stating they were having issues when recruiting for their positions that facilitate events at City facilities and parks. There are two divisions within Parks that are using these positions; Permitting and the Parks districts. They're currently using the Administrative Support Assistant III (610-C) which made it confusing for the applicant. The Administrative Support Assistant III classification wasn't attracting the appropriate candidates and therefore the agency was having issues finding candidates. OHR worked with the department to create a new class called Events Facilitator.

NEW CLASS

<u>Proposed Classification Title:</u>	<u>Proposed Pay Grade & Range</u>
Events Facilitator	613-C (\$35,364 - \$51,631)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, 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.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday February 18 at 9:00 a.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, February 17, 2016**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday February 16, 2016**.

NEW CLASS**Classification Title**

Events Facilitator

Pay Grade & Range

613-C (\$35,364 - \$51,631)

Supervisory Level:

Events Facilitator: 3 – None/Incidental

EEO Code:

Events Facilitator: 6 – Office/Clerical

Medical Group:

Sedentary

Synopsis:

The Parks and Recreation department reached out to Office of Human Resources (OHR) stating they were having issues when recruiting for their positions that facilitate events at City facilities and parks. There are two divisions within Parks that are using these positions; Permitting and the Parks districts. They're currently using the Administrative Support Assistant III (610-C) which made it confusing for the applicant. The Administrative Support Assistant III classification wasn't attracting the appropriate candidates and therefore the agency was having issues finding candidates. OHR worked with the department to create a new class called Events Facilitator.

This classification is responsible for assisting permit holders with private event rentals at various City venues as well as special occasions and public events in City Parks. This position works closely with permit holders and serves as the day-of contact. Conducts walkthroughs and damage assessments, and is present the day of the event to ensure rules and regulations are followed and venue is in good condition at the end of the event.

Employees in these positions are on-call.

Pay Rationale:

The proposed pay grade and range for this class is 613-C (\$35,364 - \$51,631). Market data was not found, so an internal relationship equal to Aviation Customer Service Agent was used to determine the appropriate pay grade and range. The Aviation Customer Service Agent performs aviation customer service work at various locations throughout the Airport providing information, customer relations, meet and greet/concierge services, and problem resolution to aviation passengers and the public at Denver International Airport.

Both classes perform similar type and level of duties and the minimum qualifications are very similar as well. They both require a high level of customer service to clients, both serve as a liaison between the department and the customer. Lastly, they both ensure the customer has the best experience possible and their needs are being met.

Employee Impact:

There are currently six employees that will reallocate from an ASA III into this classification. The Parks Districts will recruit soon for their positions.

Budget Impact:

The current budget impact is \$15,391.20 which is a result of the six employees moving to the minimum of the new class.

Organizational Data:

The employees in the Permitting Office report directly to an Events Coordinator. Those positions in the Parks districts report directly to Field Superintendents.

Effective Date Rule:

Section 7-37 A: If it is determined, as a result of an audit or maintenance study, 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.