

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by NOON on Wednesday.

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

Date of Request: **July 21, 2010**

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 #1326-ERP Applications Administrator I & II**

Career Service Authority respectfully requests that this go on Consent the week of July 26, 2100 through July 30, 2010. If not approved for Consent, we request this go to General Government Committee on July 27, 2010 for the following Class Notice: #1326.

3. Requesting Agency: Career Service Authority

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

- Name: Alena Martinez
- Phone: 720-913-5726
- Email: [alena.martinez@denvergov.org](mailto:alena.martinez@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: Bruce Backer/Roberta Monaco
- Phone: 720-913-5643/720-913-5629
- Email: [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org)/[roberta.monaco@denvergov.org](mailto:roberta.monaco@denvergov.org)

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

1. **Classification Notice #1326 – ERP Applications Administrator I (812-I) and ERP Applications Administrator II (814-I)** are new classes. Technology Services requested that Career Service Authority (CSA) develop two new classifications: ERP Applications Administrator I and ERP Applications Administrator II. The ERP Applications Administrator classifications are responsible for administering ERP applications. This responsibility requires knowledge of the design, implementation, and maintenance of databases and servers in addition to knowledge of the ERP application. The ERP Applications Administrator classifications also detail the specialized knowledge of ERP applications and systems that is required of incumbents in performance of the essential duties. There is no budget impact.

**Please include the following:**

- a. Duration:
- b. Location:
- c. Affected Council District:
- d. Benefits:
- e. Costs:

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

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

SIRE Tracking Number: \_\_\_\_\_

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

Ordinance Request Number: \_\_\_\_\_

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

None known

---

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

SIRE Tracking Number: \_\_\_\_\_

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

Ordinance Request Number: \_\_\_\_\_

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

## POSTING IS REQUIRED

### Classification Notice No. 1326

To: Agency Heads and Employees  
From: Jeff Dolan, Career Service Executive Personnel Director  
Date: June 30, 2010  
Subject: Proposed Change to the Classification and Pay Plan

### **The proposed change amends the Classification and Pay Plan by adding ERP Applications Administrator I (812-I) and ERP Applications Administrator II (814-I).**

Technology Services requested that Career Service Authority (CSA) develop two new classifications: ERP Applications Administrator I and ERP Applications Administrator II. The ERP Applications Administrator classifications are responsible for administering ERP applications. This responsibility requires knowledge of the design, implementation, and maintenance of databases and servers in addition to knowledge of the ERP application. The ERP Applications Administrator classifications also detail the specialized knowledge of ERP applications and systems that is required of incumbents in performance of the essential duties. The general statement of duties for the ERP Applications Administrator I and II appear below.

The ERP Applications Administrator I “performs standard level professional information technology work installing, configuring, and maintaining Enterprise Resource Planning (ERP) systems and applications.” The ERP Applications Administrator II “performs full performance level professional information technology work planning, developing, installing, configuring, and maintaining Enterprise Resource Planning (ERP) systems and applications; serves as a technical lead on projects involving implementation and maintenance of ERP applications, databases, and servers.”

### **NEW CLASSES**

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade&amp; Range</u>
CI2415	ERP Applications Administrator I	812-I (\$63,739-\$101,711)
CI2416	ERP Applications Administrator II	814-I (\$72,829-\$116,231)

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

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 July 15, 2010 at 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Tuesday July 13, 2010**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday July 13, 2010**.

**NEW CLASS**

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CI2415	ERP Applications Administrator I	812-I (\$63,739-\$101,711)
CI2416	ERP Applications Administrator II	814-I (\$72,829-\$116,231)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
3 – None/Incidental	2 - Professional	S – Sedentary	Exempt
3 – None/Incidental	2 - Professional	S – Sedentary	Exempt

Synopsis:

Technology Services requested that Career Service Authority (CSA) develop two new classifications: ERP Applications Administrator I and ERP Applications Administrator II. The ERP Applications Administrator classifications are responsible for administering ERP applications. This responsibility requires knowledge of the design, implementation, and maintenance of databases and servers in addition to knowledge of the ERP application. The ERP Applications Administrator classifications also detail the specialized knowledge of ERP applications and systems that is required of incumbents in performance of the essential duties. The general statement of duties for the ERP Applications Administrator I and II appear below.

The ERP Applications Administrator I “performs standard level professional information technology work installing, configuring, and maintaining Enterprise Resource Planning (ERP) systems and applications.” The ERP Applications Administrator II “performs full performance level professional information technology work planning, developing, installing, configuring, and maintaining Enterprise Resource Planning (ERP) systems and applications; serves as a technical lead on projects involving implementation and maintenance of ERP applications, databases, and servers.”

Pay Rationale:

To determine an appropriate pay grade for the ERP Applications Administrator I and II, CSA based its recommendations on external data and internal relationships. Survey data from Gartner’s 2009 Information Technology Market Compensation Survey was used for the external market comparison. First, the ERP Applications Administrator I is comparable to the survey benchmark, ERP Systems Administrator (Level B). The median rate of pay is \$70,000; the pay range is \$60,000 to \$96,500 and the midpoint is \$82,000. This pay data corresponds to pay grade 812-I, which is \$63,739 to \$101,711 with a midpoint of \$82,725.

Placing the ERP Applications Administrator I at 812-I will create a +0 relationship with the Associate ERP Developer and the Associate ERP Systems Analyst, which are also standard level ERP professionals. In addition, placing the ERP Applications Administrator at 812-I will create a +1 relationship to the Associate IT Systems Administrator, which is appropriate given the additional specialized knowledge of ERP applications and systems and the additional responsibility for database administration that is required of the ERP Applications Administrator I.

Next, the ERP Applications Administrator II is comparable to the survey benchmark, ERP Systems Administrator (Level C). The survey only included one data point for the ERP Systems Administrator (Level C); therefore this data was used for clue purposes only. The median rate of pay is \$96,500, which corresponds to pay grade 814-I, which is \$72,829 to \$116,231 with a midpoint of \$94,530.

Placing the ERP Applications Administrator II at 814-I will create a +0 relationship with the Senior ERP Developer and the Senior ERP Systems Analyst, which are also full performance level ERP professionals. In addition, placing the ERP Applications Administrator II at 814-I will create a +1 relationship to the Senior IT Systems Administrator and Database Administrator, which is appropriate given the additional specialized knowledge of ERP applications and systems that is required of the ERP Applications Administrator II.

Based on the comparison to the market and internal comparisons to IT classifications, it is recommended to place the ERP Applications Administrator I at 812-I (\$63,739-\$101,711) and the ERP Applications Administrator II at 814-I (\$72,829-\$116,231).

Employee Impact:

There is no employee impact; employees will be reallocated into the new classifications through individual position audits.

Budget Impact:

There is no budget impact.

Organizational Data:

The ERP Applications Administrator I and II report to the IT Supervisor, which reports to the Manager 2 over Enterprise Applications Services.

Proposed Effective Date:

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 reallocations shall be the beginning of the first work week following approval by the Board.”