

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: **November 3, 2017**

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 #1550 – Licensing Technician Series**

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
- **Phone:** 720-913-5643
- **Email:** Nicole.deGioia-Keane@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 changing the title of Licensing Technician to Licensing Technician I, and creates a new class called Licensing Technician II (C-616).

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

None known.

8. **Budget Impact**

There is no budget impact.

POSTING IS REQUIRED

Classification Notice No. 1550

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: October 19, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Licensing Technician to Licensing Technician I, and creates a new class called Licensing Technician II (C-616).

The Excise & Licenses (EXL) Department requested that OHR conduct a classification study of their Licensing Technician classification. OHR was asked to create a second classification based off of duties that some of the current Licensing Technicians were performing. Creating the second level for EXL would create a career path to help with employee engagement and to help retain employees.

Job analysis questionnaires were sent to current Licensing Technicians. This was done to distinguish between the duties of each level and to ensure a second level was needed. After much analysis, it was determined by OHR that indeed there was a need to create a second level. Because of this, OHR is changing the title of the Licensing Technician to Licensing Technician I and creating a Licensing Technician II. The Licensing Technician I performs intermediate level work processing routine licenses whereas the Licensing Technician II performs full performance work processing complex licenses, performs quality control on licenses that the Licensing Technician I's process, works closely with attorneys, and schedules public hearings.

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

Current Classification Title

Licensing Technician

Proposed Classification Title

Licensing Technician I

NEW CLASS

Proposed Classification Title

Licensing Technician II

Proposed Pay Grade

C-616 (\$20.43-\$25.13-\$29.83)

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 Executive Director of the Office of Human Resources 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, November 2, 2017 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Wednesday, November 1, 2017**. 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, October 31, 2017**.

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
CC2353	Licensing Technician	Licensing Technician I

Pay Grade & Range

C-615 (\$19.54/\$24.04/\$28.53)

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade and Range</u>
CC3056	Licensing Technician II	C-616 (\$20.43/\$25.13/\$29.83)

Supervisory Level:

10 – None/Incidental

EEO Code:

6 – Office Clerical

Medical Group:

Sedentary

Synopsis:

The Excise & Licenses (EXL) Department requested that OHR conduct a classification study of their Licensing Technician classification. OHR was asked to create a second classification based off of duties that some of the current Licensing Technicians were performing. Creating the second level for EXL would create a career path to help with employee engagement and to help retain employees.

Job analysis questionnaires were sent to current Licensing Technicians. This was done to distinguish between the duties of each level and to ensure a second level was needed. After much analysis, it was determined by OHR that indeed there was a need to create a second level. Because of this, OHR is changing the title of the Licensing Technician to Licensing Technician I and creating a Licensing Technician II. The Licensing Technician I performs intermediate level work processing routine licenses whereas the Licensing Technician II performs full performance work processing complex licenses, performs quality control on licenses that the Licensing Technician I's process, works closely with attorneys, and schedules public hearings.

Pay Rationale:

There is not a current match to the market. It is proposed to establish a new pay relationship between the Licensing Technician I and the Motor Vehicle Technician II which is at pay grade C-615. These classifications perform intermediate level technician assists customers to processing requests. Since these are both at the same pay grade, there is no change in pay grade at this time. It is proposed to place the Licensing Technician II at pay grade C-616. This places it one pay grade above the Licensing Technician I because it is in a classification series. This series mirrors the Motor Vehicle Technician series where there is a one pay grade difference between levels.

Employee Impact:

In EXL, there are eleven (11) Licensing Technicians who will move from a Licensing Technician to the new title of Licensing Technician I. EXL will recruit for the Licensing Technician II which will give the current Licensing Technicians the opportunity to compete and promote. There are currently three (3) Licensing Technicians in Community Planning and Development (CPD) who will move from a Licensing Technician to the new title. CPD will not use the Licensing Technician II because there is not the need for a higher level.

Budget Impact:

There is no budget impact.

Organizational Data: In EXL, Licensing Technicians currently report to Supervisor of Administrative Support I who reports to a Manager. In CPD, Licensing Technicians currently report to an Operational Supervisor I.

Effective Date Rule:

OHR Section 7-37 (A) – If it is determined, as a result of an audit or a 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. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.