

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11:00am on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **February 21, 2023**

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 #1757

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 changing the current job title from Legal Secretary to Legal Administrative Assistant.

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**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

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?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1757

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 3, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the current job title from Legal Secretary to Legal Administrative Assistant.

The Office of Human Resources Classification and Compensation Division was requested by the City Attorney’s Office to modernize the Legal Secretary classification title. The District Attorney’s Office and the Office of Municipal Public Defenders are also in agreement with the requested title revision. Pay grades are not affected by this title revision.

NEW CLASSIFICATION TITLE

<u>Job Code</u>	<u>Current Job Title</u>	<u>Proposed Classification Title</u>
CC0271	Legal Secretary	Legal Administrative Assistant
DC1161	Legal Secretary	Legal Administrative Assistant

Public Notice of Changes

The scheduled time for the public hearing is **Tuesday, February 21, 2023, at 8:30 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, 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 **Tuesday, February 21, 2023**. 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 Cinthia Febres-Sutherland at Cinthia.Febres-sutherland@denvergov.org at (720) 337-6447 no later than noon on **Thursday, February 16, 2023**.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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 OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____