

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: **January 3, 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 Notices #1752, #1753, #1754, #1755, #1756, #1758, #1759, #1761, #1762, #1763, #1764, #1765, #1766, #1767, #1768, #1769, #1770, #1775, #1776, #1778

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: Alena Duran	Name: Alena Duran
Email: Alena.Duran@denvergov.org	Email: Alena.Duran@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

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: _____

To: Denver City Council

From: Kathy Nesbitt, OHR Executive Director
Nicole de Gioia-Keane, Classification and Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: June 26, 2023

Subject: Changes to the Classification & Pay Plan **Not** Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of January 2023 through June 2023.

For this timeframe, there are 20 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1752 – Classification Abolishments
- Classification Notice 1753 – Program Navigator
- Classification Notice 1754 – Library Branch Supervisor
- Classification Notice 1755 – Veterinary Services Supervisor
- Classification Notice 1756 – Public Safety Program Manager
- Classification Notice 1758 – Director of Clinic Operations
- Classification Notice 1759 – HR Classification Compensation Supervisor
- Classification Notice 1761 – Behavioral Health Specialist
- Classification Notice 1762 – Labor Compliance Supervisor
- Classification Notice 1763 – Forensic Assistant
- Classification Notice 1764 – Public Health Nurse
- Classification Notice 1765 – IT Database Developer
- Classification Notice 1766 – Denver Zoo Classifications
- Classification Notice 1767 – Utility Locator
- Classification Notice 1768 – Hospital Nurse Classifications
- Classification Notice 1769 – Graphics Technician Study
- Classification Notice 1770 – Street Engagement Liaison series
- Classification Notice 1775 – Director of Medical Operations
- Classification Notice 1776 – Labor Compliance Classifications
- Classification Notice 1778 – Deputy Public Defender Director

The next submission will be in January 2024 for small-impact changes provisionally approved by the OHR Executive Director for the period of July 2023 through December 2023.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1752

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: January 27, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by abolishing various classifications from the city's classification structure.

The below classifications are recommended for abolishment. These classifications are currently vacant and are no longer being used by city agencies due to lack of organizational structure or work that would support these classification concepts.

CLASSIFICATION ABOLISHMENTS

<u>Job Code</u>	<u>Classification Title</u>
CA1723	Workforce Development Advisor Senior
CA3015	Onboarding Supervisor
CI1667	IT Technical Writer
CN1922	Fingerprint Identification Clerk
CV2351	Motor Vehicle Supervisor
LA2557	Publication Manager
CA0963	Recreation Manager
DA2297	Research Supervisor
DL1180	Legal Research Assistant
CA2459	Utilization Management Specialist
CA2460	Utilization Management Specialist Lead
CA2831	Team Decision Making Facilitator
CA2832	Team Decision Making Facilitator Lead

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 9, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1753

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: January 27, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating one classification called Program Navigator.

The Office of Human Resources Classification and Compensation Division was requested by Denver County Court to create a new classification, Program Navigator. This classification will provide work assessing, counseling, monitoring, and providing case management through interviewing and investigating, case intake and planning, and referral of clients involved in the Denver County Court's Diversion and/or Criminal Justice Programs. It is recommended to assign this new classification to pay grade NE-11 because its type and level of duties performed is similar to other closely related classifications within the city, including NE-11 Peer Navigator and NE-11 Outreach Case Coordinator.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade/Range</u>
CA3400	Program Navigator	NE-11 (\$21.70 – \$27.13 – \$32.55)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 9, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1754

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 creating one classification called Library Branch Supervisor.

Denver Public Library requested a new classification that will be responsible for overseeing library branches, including personnel within the branch and will report to a management position within the Central Library. It is proposed to assign the Library Branch Supervisor to pay grade EX-10, which appropriately places this new classification between the EX-08 Senior Librarian and EX-12 Library Manager classifications.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
LA3325	Library Branch Supervisor	EX-10 (\$67,488-\$89,421-\$111,355)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 16, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1755

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 creating one classification called Veterinary Services Supervisor.

Denver Animal Protection (DAP), within the Department of Public Health and Environment, has requested a new classification, Veterinary Services Supervisor. This new classification will supervise the veterinary clinical services in animal shelter operations. The proposed classification's pay grade is based on internal equity to other existing classifications used within the department.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CO3421	Veterinary Services Supervisor	EX-09 (\$68,905-91,299-113,693)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 16, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1756

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 creating one classification called Public Safety Program Manager.

The Office of Human Resources Classification and Compensation Division was requested by the Department of Safety to create a new classification, Public Safety Program Manager. The Public Safety Program Manager will manage large, complex programs as well as large-scale, high-profile, high-priority projects that are integrated within the criminal justice and emergency response systems of the Department of Safety. This classification involves similar work responsibilities as the Aviation Program Manager at the Denver International Airport (DEN) as well as the Denver Transportation and Infrastructure (DOTI) Infrastructure Program Manager but entails different minimum qualifications that reflect the requirements of the Department of Safety. The pay grade assignment is proposed to be the same as DEN's Aviation Program Manager at pay grade EX-16.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CN3417	Public Safety Program Manager	EX-16 (\$107,319 - \$144,880 - \$182,442)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 16, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1758

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 creating one classification called Director of Clinical Operations and abolishing Medical Officer.

The Department of Public Health and Environment has requested a new position to lead a new division within their department. This new position has specific medical duties, will serve as the city's chief medical officer as required by state law, and requires specialized minimum qualifications which do not align with other existing classifications. A new classification is proposed to meet this need, Director of Clinical Operations. This new classification will replace the existing Medical Officer classification which describes only a portion of these duties of the proposed classification and is proposed to be abolished. The proposed pay grade is set based on internal equity to comparable classifications in the city.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CO3422	Director of Clinical Operations	EX-27 (\$250,227-337,807-425,386)

ABOLISHMENT

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>
CO3344 Medical Officer	EX-24 (\$198,639-268,163-337,686)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 16, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1759

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 10, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating one classification called HR Classification and Compensation Supervisor.

The Office of Human Resources is requesting a new classification, HR Classification and Compensation Supervisor. The new classification will supervise Classification and Compensation Analysts and their administration of the classification and pay plan within this growing OHR division. It is proposed to assign this Supervisor classification to pay grade EX-13 based on internal alignment with other human resources classifications.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3423	HR Classification and Compensation Supervisor	EX-13 (\$85,015-\$112,645-\$140,275)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 23, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1761

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

The proposed change amends the Classification and Pay Plan by creating one classification called Behavioral Health Specialist.

This classification is being created in response to a specific State of Colorado (Colorado Department of Human Services) licensing requirement for Social Case Workers, a classification series which will be restricted for use within the Department of Human Services' Child Welfare/Adult Protective Services Division. However, need exists for social worker skills outside of DHS in other city agencies that do not involve case assignment. Therefore, it is proposed to create a Behavioral Health Specialist classification in order to accommodate other agencies' need for this type of work and does not require the state license. It is recommended that the Behavioral Health Specialist be assigned to the same pay grade as the Senior Social Case Worker (EX-08) since both classifications perform full performance, professional level social services work counseling and recommending services to citizens in need.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
LA3418	Behavioral Health Specialist	EX-08 (\$59,075-\$78,274-\$97,474)
CA3419	Behavioral Health Specialist	EX-08 (\$59,075-\$78,274-\$97,474)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 16, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1762

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 10, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating one classification called Labor Compliance Supervisor.

At the request of the Auditor's Office, it is proposed to create a new classification, Labor Compliance Supervisor. This new classification will be used to supervise a team within the Denver Labor Division responsible for labor, wage, and hourly enforcement. This new classification will add a supervisory level to the existing Labor Compliance classification series while providing additional career growth opportunities for existing staff. The proposed pay grade is based on a relationship to other existing classifications.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3425	Labor Compliance Supervisor	EX-12 (\$80,371- \$106,491 - \$132,612)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 23, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1763

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 10, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating one classification called Forensic Assistant.

At the request of the Department of Public Health and Environment, it is requested to create a new classification, Forensic Assistant. This new classification will be used in the Office of the Medical Examiner Division to support the division with transport and other operational support duties. The proposed pay grade is based on a pay relationship to other existing classes.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CE3426	Forensic Assistant	NE-10 (\$20.90-\$26.13-\$31.35)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 23, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1764

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 10, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the classification title of Registered Nurse to Public Health Nurse.

The Denver Department of Public Health and Environment has requested a classification title change for the Registered Nurse classification to Public Health Nurse. This change, along with edits to the classification specification, will better describe and clarify the duties and responsibilities of this classification.

JOB TITLE CHANGES

Current Classification Job Title

Registered Nurse

Proposed Classification Title

Public Health Nurse

Pay Grade & Range

EX-08 (\$59,075-78,274-97,474)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 23, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1765

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 17, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by abolishing two classifications from the city's classification structure.

The IT Database Developer Associate and Senior classifications have been vacant for over 18 months and the Department of Technology Services no longer has a need for this type and level of work as it has been absorbed into other areas of IT work; therefore, it is proposed to abolish this classification series.

CLASSIFICATION ABOLISHMENT(S)

<u>Job Code</u>	<u>Class Title</u>	<u>Pay Grade & Range</u>
CI3088	IT Database Developer Associate	EX-11 (\$74,417-\$98,603-\$122,788)
CI3089	IT Database Developer Senior	EX-14 (\$93,744-\$124,211-\$154)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 30, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1766

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 17, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the pay grade of Zookeeper and Zoo Veterinary Technician, and abolishing the classification of Zoo Area Supervisor.

The Denver Zoo Foundation ("the Zoo") maintains a cooperative separation operating agreement with the City and County of Denver which took effect in 1998. There are currently 12 City and County of Denver career service employees who remain employed at the Zoo. The Zoo recently had a classification study conducted which resulted in pay range adjustments to classifications within its organization. Consequently, the Zoo requested the city to adjust pay grades of Zoo classifications still encumbered by career service employees. Based on the market data provided by the Zoo, it is recommended that the pay grades for the Zookeeper and Zoo Veterinary Technician classifications be increased by two pay grades to reflect the Zoo's similarly classified positions' pay grade ranges. The Zoo also requested that the Zoo Area Supervisor classification be abolished since this classification is vacant and will not be used in the future.

PAY GRADE CHANGE

<u>Job Code</u>	<u>Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CA2105	Zookeeper	NE-09 (\$19.72-\$24.65-\$29.58)	NE-11 (\$22.16-\$27.70-\$33.24)
CO2672	Zoo Veterinary Technician	NE-12 (\$23.48-\$29.35-\$35.22)	NE-14 (\$25.87-\$32.99-\$40.10)

CLASSIFICATION ABOLISHMENT

<u>Job Code</u>	<u>Class Title</u>	<u>Pay Grade & Range</u>
CA2102	Zoo Area Supervisor	EX-06 (\$50,647.00-\$67,107.00-\$83,568.00)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 30, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1767

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 24, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the pay grade of the Underground Utility Investigator and Underground Utility Investigator Supervisor.

The Wastewater Division of Department of Transportation and Infrastructure has been challenged in attracting Underground Utility Investigators. These positions search and identify the location of underground utilities through compiling information from public and private utility organizations to generate preliminary drawings to assist project engineers or private citizens in locating underground utilities. The Office of Human Resources reviewed the classification duties and confirmed that while they accurately describe the work, the specification needed revisions. Additionally, market data was reviewed, and as a result, it is proposed to amend the pay grades of this classification series to Underground Utility Investigator at NE-11 and Underground Utility Investigator at NE-14.

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Underground Utility Investigator	NE-08 (\$18.61 - \$23.26 - \$27.92)	NE-11 (\$22.16 - \$27.70 - \$33.24)
Underground Utility Investigator Supervisor	NE-11 (\$22.16 - \$27.70 - \$33.24)	NE-14 (\$25.87 - \$32.99 - \$40.10)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 6, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1768

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 7, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the pay grade of Registered Nurse Advanced and Unit Charge Nurse.

Denver Health recently conducted an internal Lean Team project to study hospital classifications and pay which resulted in adjustments to the pay ranges of Denver Health's nursing classifications. Consequently, Denver Health requested the city to adjust the pay grades of hospital classifications still encumbered by career service employees to conform with the operating agreement between the City and County of Denver and Denver Health. Based upon the new pay range data provided by Denver Health, it is recommended that the pay grades for the city's Registered Nurse Advanced and Unit Charge Nurse classifications be increased by one pay grade to reflect Denver Health's similarly classified positions and pay grade ranges.

REVISED PAY GRADES

<u>Job Code</u>	<u>Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CO0558	Registered Nurse Advanced	EX-09 (\$63,801-\$84,536-\$105,272)	EX-10 (\$68,905-\$91,299-\$113,693)
CO1599	Unit Charge Nurse	EX-10 (\$68,905-\$91,299-\$113,693)	EX-11 (\$74,417-\$98,603-\$122,788)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 20, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1769

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 21, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the Job Code, Title and Pay Grade of the Graphics Technician and Graphics Supervisor.

It is recommended to amend the pay grades of the Graphics Technician and the Graphics Supervisor in order to establish a pay relationship between the Graphics Technician and the Maintenance Technician due to the similarities of their type and level of duties performed. Graphics Technicians perform graphics work in a full-service graphic/printing shop environment including layout/graphics and fabrication of a variety of signs/printouts, while Maintenance Technicians perform standard level routine and minor trades work in the installation, repair, or maintenance of city facilities or related equipment including working on standard or routine trades work to assist skilled or licensed trades. Because of these similarities, it is recommended to amend the pay grades of the Graphics Technician to NE-12 and the Graphics Supervisor to EX-07. Additionally, it is proposed to amend the classification titles from Graphics Technician and Graphics Supervisor to Graphics Signage Technician and Graphics Shop Supervisor to optimally describe the work being done in these roles and not confuse them with desktop graphics design work which is completely different. Finally, it is proposed to amend the job family from Administration to Maintenance, hence the proposed job code changes.

JOB CODE, JOB TITLE, PAY GRADE CHANGES

Current Classification Job Code & Title

CA2533/Graphics Technician
CA2532/Graphics Supervisor

Proposed Classification Job Code & Title

CJ3429/Graphics Signage Technician
CJ3430/Graphics Shop Supervisor

Current Pay Grade & Range

NE-10 (\$20.90 - \$26.13 - \$31.35)
EX-06 (\$50,647 - \$67,107 - \$83,568)

Proposed Pay Grade & Range

NE-12 (\$23.48 - \$29.35 - \$35.22)
EX-07 (\$54,699 - \$72,476 - \$90,253)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, May 4, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1770

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 5, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating three new classifications, Street Engagement Liaison, Street Engagement Liaison Senior and Street Engagement Liaison Supervisor.

The Department of Safety requested a new classification series for the Street Enforcement Team. These classifications serve as a liaison to facilitate the provision of city services and conduct outreach to vulnerable and at-risk citizens, including unhoused, veterans, gang risk, as well as provision of animal care services. The Department of Safety has been using the Park Ranger classification series, but that series is more descriptive of work performed in the Department of Parks and Recreation, whereas this new series will reflect the work performed by employees in the Department of Safety. It is proposed to set these new classifications' pay grades at par with the Park Ranger classification series, given the similarity of the type and level of duties performed.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CN3435	Street Engagement Liaison	NE-11 (\$22.16-\$27.70-\$33.24)
CN3436	Street Engagement Liaison Senior	NE-14 (\$25.87-\$32.99-\$40.10)
CN3437	Street Engagement Liaison Supervisor	EX-09 (\$63,801-\$84,536-\$105,272)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, May 18, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1775

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 26, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Director of Clinical Operations to Director of Medical Operations.

It is proposed to change the title of the Director of Clinical Operations to Director of Medical Operations. This change, along with edits to the classification specification, will better describe and clarify the duties and responsibilities of this classification.

JOB TITLE CHANGES

<u>Job Code</u>	<u>Current Classification Job Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade</u>
CO3422	Director of Clinical Operations	Director of Medical Operations	EX-27 (\$250,227-425,386)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 8, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1776

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 26, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the pay grade of the Labor Compliance Analyst and Labor Compliance Analyst Lead.

The Labor Compliance Analyst and Labor Compliance Analyst Lead classifications are used in the Auditor's Office to provide oversight of labor practices across Denver. It is proposed to increase the pay grades by two grades for both classifications to better align with other comparable classifications in the city.

PAY GRADE AND RANGE CHANGES

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CA2996	Labor Compliance Analyst	EX-07 (\$54,699-72,476-90,253)	EX-09 (\$63,801-84,536-105,272)
CA3060	Labor Compliance Analyst Lead	EX-08 (\$59,075-78,274-97,474)	EX-10 (\$68,905-91,299-113,693)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 8, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1778

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: June 9, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating one new classification of Deputy Public Defender Director.

The Chief Municipal Public Defender requested creation of a new leadership classification based on a need for a deputy director to oversee all attorneys within the Office of the Municipal Public Defender with agencywide operational oversight. It is recommended to align this new classification's pay grade to the comparably graded Assistant City Attorney Division Director classification.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Class Title</u>	<u>Proposed Pay Grade & Range</u>
CL3439	Deputy Public Defender Director	EX-21 (\$157,686-\$212,876-\$268,066)

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 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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 22, 2023**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____