

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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: **May 6, 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 #1518**

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](mailto: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](mailto: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 deleting Recreation Facility Assistant and Recreation Aide. These are classes to be abolished because they are currently vacant, and no longer needed by the Department of Parks and Recreation.

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. 1518**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: April 19, 2016  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by deleting Recreation Facility Assistant and Recreation Aide.**

These are classes to be abolished because they are currently vacant, and no longer needed by the Department of Parks and Recreation. OHR conducted a Recreation Study in 2015 and a creation of Golf specific classes in February of 2016 to replace these classes. The departments or agencies that used these classes were notified, and they approved the abolishment of these classes.

**ABOLISHMENTS**

<b><u>Classification Title</u></b>	<b><u>Pay Grade</u></b>
Recreation Aide	212-Y
Recreation Facility Assistant	219-Y

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 May 5, 2016 at 5:00 p.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](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Alena Duran [alena.duran@denvergov.org](mailto:alena.duran@denvergov.org) by 8:00 a.m. on **Tuesday, May 3, 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](mailto:alisha.gronniger@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday May 3 2016**.

**ABOLISHMENTS****Classification Title**

Recreation Aide  
Recreation Facility Assistant

**Pay Grade**

212-Y  
219-Y

**Synopsis:**

These are classes to be abolished because they are currently vacant, and no longer needed by the Department of Parks and Recreation. OHR conducted a Recreation Study in 2015 and a creation of Golf specific classes in February of 2016 to replace these classes. The departments or agencies that used these classes were notified, and they approved the abolishment of these classes.

**Pay Rationale:**

None.

**Employee Impact:**

None. There are no employees in these classes.

**Proposed Effective Date:** 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. 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.