

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 18, 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 #1333

Career Service Authority respectfully requests that this go on Consent the week of November 29, 2010 through December 3, 2010. If not approved for Consent, we request this go to General Government Committee on December 8, 2010.

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

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/roberta.monaco@denvergov.org

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

1. Classification Notice #1333 – Budget and Management Supervisor (812-V), Computer Operations Supervisor (619-I), Elevator Inspector (621-T), Hearings Reporter (619-L), Public Art Coordinator (805-G) and Secretarial Assistant to the Mayor's Office (612-C) are recommended for abolishment. These are classes that need to be abolished. The classes are vacant and other classes have been created to replace the classes. The departments and agencies that used these classes have been notified and approved the abolishment of the classes. 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.

None known

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Ordinance Request Number: _____

Date: _____

POSTING IS REQUIRED

Classification Notice No. 1333

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: November 2, 2010
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by deleting Budget and Management Supervisor (812-V), Computer Operations Supervisor (619-I), Elevator Inspector (621-T), Hearings Reporter (619-L), Public Art Coordinator (805-G), Secretarial Assistant to the Mayor’s Office (612-C).

These are classes that need to be abolished. The classes are vacant and other classes have been created to replace the classes. The departments and agencies that used these classes have been notified and approved the abolishment of the classes.

ABOLISHMENTS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CV1845	Budget and Management Supervisor	812-V
CI0318	Computer Operations Supervisor	619-I
CT0115	Elevator Inspector	621-T
CL0268	Hearings Reporter	619-L
CG2002	Public Art Coordinator	805-G
CC0294	Secretarial Assistant to the Mayor’s Office	612-C

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 November 18, 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, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, November 16, 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 at (720) 913-5168 no later than noon on **Tuesday, November 16, 2010**.

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____ Date: _____

Ordinance Request Number: _____ Date: _____

ABOLISHMENTS

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Synopsis:

These are classes that need to be abolished. The classes are vacant and other classes have been created to replace the classes. The departments and agencies that used these classes have been notified and approved the abolishment of the classes.

Pay Rationale:

None.

Employee Impact:

None. There are no employees in these classes.

Effective Date Rule:

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.

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