

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: **September 20, 2013**

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 # 1394.

3. Requesting Agency: Office of Human Resources

4. Contact Person: *(with actual knowledge of proposed ordinance)*

- **Name:** Seth Duhon-Thornton
- **Phone:** 720-913-5664
- **Email:** seth.duhon-thornton@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:** Meredith Creme
- **Phone:** 720-913-5722
- **Email:** meredith.creme@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 adding the classifications of Environmental Public Health Investigator III (810-E).

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

8. Budget Impact:

None

POSTING IS REQUIRED

Classification Notice No. 1394

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: September 5, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Environmental Public Health Investigator III (810-E).

The Office of Human Resources (OHR) received a request from the Department of Environmental Public Health (EPH) to create a new class as Environmental Public Health Investigator III. Positions in this class will perform specialized, professional level environmental and/or public health inspections and investigations and act as subject matter expert to ensure that regulated activities are consistent with legal and other applicable requirements, best management practices, and the department's strategic vision. By position, employees will also perform lead work over environmental public health investigators.

NEW CLASS

<u>Classification Title:</u>	<u>Pay Grade & Range</u>	<u>Job Code</u>
Environmental Public Health Investigator III	810-E (\$53,092-\$84,947)	CE2848

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 September 19, 2013 9:00 a.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 Melissa Fisher melissa.fisher@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, September 18, 2013**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday September 17, 2013**.

CHANGES IN THE CLASSIFICATION AND PAY PLAN

NEW CLASS

Classification Title:

Environmental Public Health Investigator III

Pay Grade & Range
810-E (\$53,092-\$84,947)

Job Code: CE2848

Supervisory Level: 2 (By position, Lead work)

EEO Code: 2 (Professionals)

Medical Group: M (Medium Physical)

FLSA: Exempt

Synopsis: The Office of Human Resources (OHR) received a request from the Department of Environmental Public Health (EPH) to create a new class as Environmental Public Health Investigator III. Positions in this class will perform specialized, professional level environmental and/or public health inspections and investigations and act as subject matter expert to ensure that regulated activities are consistent with legal and other applicable requirements, best management practices, and the department's strategic vision. By position, employees will also perform lead work over environmental public health investigators.

Pay Rationale: Market pay information is not available. Because of that, an internal pay comparison to set a proper pay grade was conducted. Pay grade 810 in occupational "E" is recommended. This pay grade places the Environmental Public Health Investigator III one pay grade higher than the Environmental Public Health Investigator II currently at pay grade 809-E. This aligns with internal compensation practice of placing a lead work class one pay grade higher than the highest level it leads.

Employee Impact: There is no employee impact at this time; however, the department will reallocate or promote employees into the new class at a later date.

Budget Impact: There is no budget impact at this time.

Organizational Data: The Environmental Public Health Investigator III will report to the Environmental Health Program Supervisor in Public Health Investigation division and to the Environmental Public Health Manager in Environmental Quality division.

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 (Revised February 22, 2013; Rule Revision Memo 4D).