

**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: **April 7, 2014**

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 #1407**

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 reordering and aligning the pay grades and rates of intern, trainee, and fellow classes to the appropriate pay grade and occupational group

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. 1407**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: March 20, 2014  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by reordering and aligning the pay grades and rates of intern, trainee, and fellow classes to the appropriate pay grade and occupational group**

This proposed change is a part of routine maintenance to the classification and pay plan, to reorder and align the pay grades and rates of intern, trainee, and fellow classes to the appropriate pay grade and occupational group. Interns, trainees, and fellows are paid a single rate.

**PAY GRADE CHANGE**

<u>Classification Title:</u>	<u>Current Job Code:</u>	<u>Proposed Job Code:</u>
Forensic Pathology Fellow	CO2300	CO2300
Recreation Trainee	TA2585	TA2585
Social Worker Intern	TO0014	TA2871
Utility Worker Trainee	TJ2086	TJ2086
Vocational Mechanic Trainee	TJ2621	TJ2621

<u>Current Pay Grade and Rate:</u>	<u>Proposed Pay Grade and Rate:</u>
401-O (\$42.63)	410-O (\$42.63)
401-A (\$8.03)	403-A (\$8.03)
406-O (\$14.68)	405-A (\$14.68)
404-J (\$11.37)	405-J (\$11.37)
406-J (\$16.24)	410-J (\$16.24)

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 April 3, 2014 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 Melissa Fisher [melissa.fisher@denvergov.org](mailto:melissa.fisher@denvergov.org), Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, April 2, 2014**. 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday April 1, 2014**.

**PAY GRADE CHANGE**

<u>Current Job Code:</u>	<u>Classification Title:</u>
CO2300	Forensic Pathology Fellow
TA2585	Recreation Trainee
TO0014	Social Worker Intern
TJ2086	Utility Worker Trainee
TJ2621	Vocational Mechanic Trainee

<u>Proposed Job Code:</u>	<u>Current Pay Grade and Rate:</u>	<u>Proposed Pay Grade and Rate:</u>
CO2300	401-O (\$42.63)	410-O (\$42.63)
TA2585	401-A (\$8.03)	403-A (\$8.03)
TA2871	406-O (\$14.68)	405-A (\$14.68)
TJ2086	404-J (\$11.37)	405-J (\$11.37)
TJ2621	406-J (\$16.24)	410-J (\$16.24)

Supervisory Level:  
3 – None/Incidental

<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
2 – Professionals	Medium Physical	Exempt
5 – Paraprofessionals	Medium Physical	Non-Exempt
5 – Paraprofessionals	Sedentary	Non-Exempt
8 – Service Maintenance	Medium Physical	Non-Exempt
8 – Service Maintenance	Heavy Physical	Non-Exempt

Synopsis:  
This proposed change is a part of routine maintenance to the classification and pay plan, to reorder and align the pay grades and rates of intern, trainee, and fellow classes to the appropriate pay grade and occupational group. Interns, trainees, and fellows are paid a single rate.

Pay Rationale:  
There is no change recommended to the pay rates for these classifications. These rates are reviewed annually through the Pay Survey process.

Employee Impact:  
This will impact the pay grade for one Utility Worker Trainee. All other classifications are vacant.

Budget Impact:  
There is no budget impact.

Organizational Data:  
Interns, Trainees, and Fellows report to other professionals, supervisors, or management in their assigned department/agency.

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 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