

**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.*

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Date of Request: **February 21, 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 #1405**

**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 Traffic Operations Technician I (613-J) and Traffic Operations Technician II (615-J).

**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. 1405**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: February 7, 2014  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classifications Traffic Operations Technician I (613-J) and Traffic Operations Technician II (615-J).**

Public Works' Traffic Engineering Services Division requested the Office of Human Resources to conduct a study within their Signs & Markings Section. The results of the study and research supported the creation of two new Traffic Operations Technician classifications, which is consistent with other municipalities that use the International Municipal Signal Association (IMSA) certification system. Currently, Traffic Engineering Services, Signs & Markings Section, uses Equipment Operators and Equipment Operator Specialists to perform the work of street signs and pavement markings. The new classes will acknowledge the work taking place and performance evaluations in the future will be aligned with the skill sets within street signs and pavement markings, whereas the equipment operator classes do not detail this type and level of work.

**NEW CLASSES**

<b><u>Job Code:</u></b>	<b><u>Proposed Title:</u></b>	<b><u>Proposed Pay Grade:</u></b>
CJ2863	Traffic Operations Technician I	613-J (\$33,811-\$49,343)
CJ2864	Traffic Operations Technician II	615-J (\$36,958-\$53,919)

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 February 20, 2014 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](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, February 19, 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 February 18, 2014**.

**NEW CLASSES**

<b><u>Job Code:</u></b>	<b><u>Proposed Title:</u></b>	<b><u>Proposed Pay Grade:</u></b>
CJ2863	Traffic Operations Technician I	613-J (\$33,811-\$49,343)
CJ2864	Traffic Operations Technician II	615-J (\$36,958-\$53,919)

<b><u>Classification Title:</u></b>	<b><u>Supervisory Level:</u></b>	<b><u>EEO Code:</u></b>	<b><u>Medical Group:</u></b>	<b><u>FLSA:</u></b>
Traffic Ops Tech I	3 – None/Incidental	3 – Technicians	H – Heavy Physical	Non-Exempt
Traffic Ops Tech II	3 – None/Incidental	3 – Technicians	H – Heavy Physical	Non-Exempt

**Synopsis:**

Public Works' Traffic Engineering Services Division requested the Office of Human Resources to conduct a study within their Signs & Markings Section. The results of the study and research supported the creation of two new Traffic Operations Technician classifications, which is consistent with other municipalities that use the International Municipal Signal Association (IMSA) certification system. Currently, Traffic Engineering Services, Signs & Markings Section, uses Equipment Operators and Equipment Operator Specialists to perform the work of street signs and pavement markings. The new classes will acknowledge the work taking place and performance evaluations in the future will be aligned with the skill sets within street signs and pavement markings, whereas the equipment operator classes do not detail this type and level of work. Listed below is the general statement of duties for each class:

Traffic Operations Technician I: Performs intermediate-level work in the installation, construction, maintenance, and repair of traffic control signs and pavement markings.

Traffic Operations Technician II: Performs full performance level work in the installation, construction, maintenance, and repair of traffic control signs and pavement markings.

**Pay Rationale:****Traffic Operations Technician II**

Market data from Mountain States Employers Council was used to determine the appropriate pay grade for the Traffic Operations Technician II. The actual average rate of pay for the market benchmark, Traffic Technician, is \$45,131, which corresponds to the midpoint of the 615-J pay grade (\$36,958-\$53,919), which is \$45,439. The 615-J midpoint salary point is 0.68245% over the actual average rate for the market benchmark, which is almost an exact match for compensation purposes.

**Traffic Operations Technician I**

No market data was found to determine the appropriate pay grade for the Traffic Operations Technician I. Based on internal equity, it is recommended that the Traffic Operations Technician I classification have a minus two pay grade relationship to the Traffic Operations Technician II, which is consistent with internal compensation practice. Based on this comparison, it is recommended that the Traffic Operations Technician I be paid at the 613-J pay grade (\$33,811-\$49,343).

**Employee Impact:**

The Equipment Operators moving into the Traffic Operations Technician I classification will remain in the same pay grade (613-J); therefore, there will be no employee impact at this level.

The Equipment Operator Specialists moving into the Traffic Operation Technician II classification will be moving from pay grade 614-J to 615-J; therefore, four employees will be reallocated into a higher pay grade.

**Budget Impact:**

None – there is no budget impact for any of the position numbers moving into the above mentioned new classifications.

**Organizational Data:**

The Utility Work and Senior Utility Worker classifications will feed into the Traffic Operations Technician classification and these positions will report to a Crew Supervisor.

**Effective Date:**

CSR Section 7-37 A - If it is determined, as a result of an audit or a 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.