

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **April 6, 2018**

Please mark one: **Bill Request** or **Resolution Request**

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
- Dedication/Vacation** **Appropriation/Supplemental** **DRMC Change**
- Other: Classification & Pay Plan Update**

2. Title: Approves Classification Notice #1562

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Lori Schumann	Name: Nicole De Gioia-Keane
Email: lori.schumann@denvergov.org	Email: Nicole.degioia-keane@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The proposed change amends the Classification and Pay Plan by creating a new classification called Veterinarian Fellow at pay grade A-406.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: **BR18 0367**

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR18 0367

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1562

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: March 23, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification called Veterinarian Fellow at pay grade A-406.

Denver is in a great position to promote the field of shelter medicine, allowing veterinarians to experience this unique and critical aspect of veterinary medicine while benefiting Denver Animal Protection. It is proposed to create a new Veterinary Fellow classification which allows the Denver Animal Shelter to continue to grow the field of shelter medicine in the community. This new classification will provide an opportunity to gain experience in an expert shelter veterinary clinic at Denver Animal Shelter.

The Veterinary Fellow will provide veterinary care including surgery, vaccination, medical care, diagnostics, euthanasia, and treatments to animals at the Denver Animal Shelter under the guidance of the Lead Shelter Veterinarian. The Veterinarian Fellow will follow all internal medical and procedural protocols as expected for all staff at Denver Animal Protection (DAP).

The Denver Animal Shelter currently has one Shelter Veterinarian on staff and coverage is 5 days a week. This causes the Denver Animal Shelter to rely heavily on emergency veterinary hospital partners to cover when our Lead Shelter Veterinarian is on personal time off (PTO) or out of the office for the weekends. The proposed classification of Veterinary Fellow will allow our customers to work with a licensed veterinarian 7 days a week. This will save Denver Animal Shelter expenses related to this relief work and will increase customer service to our community. DAP may be able to reduce their budget by \$20,000 as a result of relief costs associated with medical care.

NEW CLASS

Proposed Title

Veterinarian Fellow

Proposed Pay Grade

A-406(\$15.88-\$15.88-\$15.88)

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 Executive Director of the Office of Human Resources 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 5, 2018 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 5, 2018**. 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, April 3, 2018**.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR18 0367

Date Entered: _____

NEW CLASSIFICATION

Job Code: TA3070
Classification Title: Veterinarian Fellow

Pay Grade: A-406
Supervisory Level: 10-None/Incidental
EEO Code: 2 - Professionals
Medical Group: 4-Heavy (50-100 lbs.)
FLSA: Non-exempt

Synopsis:

Denver is in a great position to promote the field of shelter medicine, allowing veterinarians to experience this unique and critical aspect of veterinary medicine while benefiting Denver Animal Protection. It is proposed to create a new Veterinary Fellow classification which allows the Denver Animal Shelter to continue to grow the field of shelter medicine in the community. This new classification will provide an opportunity to gain experience in an expert shelter veterinary clinic at Denver Animal Shelter.

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Pay Rationale:

It is proposed to set the pay based on market data obtained from the Veterinary Internship and Residency Match Program (VIRMP) and industry practice. This program is for veterinarians with post graduate degrees that do not want to go into private practice immediately after graduation. For this reason, the pay grade will be set at A406 at a rate of \$15.88/hour.

Employee Impact:

This is a new classification.

Budget Impact:

None

Organizational Data:

This classification may be used by the Denver Animal Protection. The Veterinarian Fellow reports to the Shelter Veterinarian who in turn reports to the Director Denver Animal Protection.

To be completed by Mayor's Legislative Team:

Effective Date Rule:

Rule 7-37(A)

If it is determined, because 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.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR18 0367

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