

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**. Contact the Mayor's Legislative team with questions

Date of Request: **July 18, 2019**

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 #1606

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: Greg Thress	Name: Greg Thress
Email: gregory.thress@denvergov.org	Email: gregory.thress@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 changing the pay grades for the following classes: Judicial Assistant I, Judicial Assistant II, Judicial Assistant III, and Judicial Assistant IV.

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**

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0742

Date Entered: _____

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?

POSTING IS REQUIRED

Classification Notice No. 1606

To: Agency Heads and Employees

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0742

Date Entered: _____

From: Karen Niparko, Executive Director of the Office of Human Resources

Date: July 3, 2019

Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades for the following classes: Judicial Assistant I, Judicial Assistant II, Judicial Assistant III, and Judicial Assistant IV.

In April 2019, the Career Service Board approved the annual Pay Survey market analysis. One hundred four classifications were included in these recommendations. Since April 2009, the Judicial Assistants pay grades have had a relationship established with the Legal Secretary job classification. The Legal Secretary classification is proposed to move up by one grade to be aligned with the market. However, this relationship with the Legal Secretary classification was unknown to the current Compensation division staff and it was the Denver County Court that brought this longstanding relationship to the Compensation division's attention.

This is a request to amend the 2019 Pay Survey market analysis to continue this relationship and add these classifications that were not included in the original list of approved individual pay grade adjustments. These classifications are proposed to receive an individual pay grade adjustment and the employees would receive the associated pay grade increase effective January 1, 2020. The Judicial Assistant classifications are used predominantly at the Denver County Court.

PAY GRADE CHANGE ONLY

<u>Classification Title</u>	<u>Current Pay Grade</u>		<u>Proposed Pay Grade</u>	
Judicial Assistant I	C-613	(\$18.41 - \$22.65 - \$26.88)	C-614	(\$19.85 - \$24.42 - \$28.98)
Judicial Assistant II	C-615	(\$20.13 - \$24.76 - \$29.39)	C-616	(\$21.69 - \$26.68 - \$31.67)
Judicial Assistant III	C-617	(\$22.01 - \$27.07 - \$32.13)	C-618	(\$23.71 - \$29.17 - \$34.62)
Judicial Assistant IV	L-619	(\$24.50 - \$30.14 - \$35.77)	L-620	(\$26.25 - \$32.29 - \$38.33)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, July 18, 2019 at 9:00 AM** in the Webb Municipal Building, 4th floor, Room 4.G.2, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, July 18, 2019**. 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, July 16, 2019**.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0742

Date Entered: _____