

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: **May 19, 2022**

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 Notices #1722

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: Greg.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 creating the new classification of Contract Administrator Senior and changing the pay grade of Contract Administration Supervisor.

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: _____

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?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1722

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 06, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Contract Administrator Senior and changing the pay grade of Contract Administration Supervisor.

The Office of Human Resources Classification and Compensation Division was requested by the Denver International Airport and Denver Parks & Recreation Agencies to add a Contract Administrator Senior level classification to the Contract Administrator classification series. These agencies have been experiencing difficulty recruiting and retaining Contract Administrators and competing with other industries that have senior level positions. Based upon market data, it is proposed to create a new Contract Administrator Senior at the EX-10 pay grade, increase the Contract Administration Supervisor pay grade by one grade to EX-12, and retain the current pay grade for the Contract Administrator at EX-09.

PROPOSED NEW CLASSIFICATION/PAY GRADE

| <u>Proposed Job Title</u> | <u>Proposed Pay Grade</u> |
|----------------------------------|---|
| Contract Administrator Senior | EX-10 (\$67,488 - \$89,421 - \$111,355) |

PROPOSED NEW PAY GRADE/RANGE

| <u>Current Classification Title</u> | <u>Current Pay Grade/Range</u> | <u>Proposed Pay Grade/Range</u> |
|--|---|--|
| Contract Administration Supervisor | EX-11 (\$72,887 - \$96,575 - \$120,264) | EX-12 (\$78,718 - \$104,301 - \$129,885) |

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, May 19, 2022 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, 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, May 19, 2022**. 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, May 17, 2022**.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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 OHR Executive Director or 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: _____

Date Entered: _____