ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team at MileHighOrdinance@DenverGov.org by NOON on Wednesday.

All fields must be completed.
Incomplete request forms will be returned to sender which may cause a delay in processing.

						Date of Request	t: <u>October 8, 2010</u>			
Plea	se ma	rk one:	Bill Request	or		□ Resolution Request				
1. I	las your agency submitted this request in the last 12 months?									
		Yes	⊠ No							
	lf y	es, please	explain:							
2.	Fitle: Approve classification notice #1331.									
		o on Consent the week of October 18, 2 est this go to General Government Com								
3. I	Reque	sting Agen	cy: Career Service	Authority						
4. (Contact Person: (with actual knowledge of proposed ordinance) Name: Alena Martinez Phone: 720-913-5726 Email: alena.martinez@denvergov.org 									
	 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: Bruce Backer/Roberta Monaco Phone: 720-913-5643/720-913-5629 Email: bruce.backer@denvergov.org/roberta.monaco@denvergov.org 									
6. (General description of proposed ordinance including contract scope of work if applicable:									
•	. Classification Notice #1331 – Vehicle Boot Investigator is a pay grade change from 615-N to 616-N. CSA has updated the Vehicle Boot Investigator class specification to reflect new duties that have been assigned to employees in this class. Additionally, CSA evaluated the pay relationship between the Vehicle Boot Investigator class and the recently created Right- of-Way Enforcement Agent classes. There is no budget impact.									
ı	Please	include th	e following:							
	_	Duration:								
	b.	Location:	Council District:							
	c. d.	Benefits:	Souncii District:							
		Costs:								
7. Is there any controversy surrounding this ordinance? (groups or individuals who may have concerns about?) Please explain. None known										
			To be con	mpleted by May	or's l	s Legislative Team:				
SIRE	Tracki	ing Number:				Date:				
Ordinance Request Number:					Date:					

POSTING IS REQUIRED

Classification Notice No. 1331

To: Agency Heads and Employees

From: Jeff Dolan, Career Service Executive Personnel Director

Date: September 13, 2010

Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Vehicle Boot Investigator from 615-N to 616-N.

CSA has updated the Vehicle Boot Investigator class specification to reflect new duties that have been assigned to employees in this class. Additionally, CSA evaluated the pay relationship between the Vehicle Boot Investigator class and the recently created Right- of-Way Enforcement Agent classes.

REVISED CLASS SPECIFICATION INCLUDING PAY GRADE CHANGE

Present Proposed

Job Code Classification Title Pay Grade & Range

CN2088 Vehicle Boot Investigator 615-N (\$36,724 - \$53,595) 616-N (\$38,396 - \$56,031)

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 re-allocations shall be the beginning of the first work week following approval by the Board."

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 October 7, 2010 at 5:00 p.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer <u>bruce.backer@denvergov.org</u>, Career Service Authority, in care of Alena Martinez <u>alena.martinez@denvergov.org</u> by 8:00 a.m. on **Monday, September 27, 2010.** 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 Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, October 5, 2010**.

	eted by Mayor's Legislative Team:
SIRE Tracking Number:	Date:
Ordinance Request Number:	Date:

Job Code CN2088

615N

Present Pay Grade

REVISED CLASS SPECIFICATION INCLUDING PAY GRADE CHANGE

<u>Classification Title</u> Vehicle Boot Investigator

Proposed Pay Grade

616N

Supervisory Level: 3 – None/Incidental		
EEO Code: 5 – Paraprofessional		
Medical Group: M – Medium Physical		
FLSA: This class is no-exempt.		
Synopsis: CSA has updated the Vehicle Boot Investigator class employees in this class. Additionally, CSA evaluated the the recently created Right- of-Way Enforcement Agent c	e pay relationship between the Vehicle Boot In	
Pay Rationale: Earlier this year, CSA created a new class, Right-of-Division. Additionally, CSA changed the title of the Vehi established a Progressive Class Series for the Division. was set at 615N. This is the same pay grade as the Vehi	nicle Control Agent class to Right-of-Way Enform. The pay grade for the Right-of-Way Enforce	cement Agent I and
In the past, the pay grade for the Vehicle Boot Investigat I (Vehicle Control Agent) class at pay grade 613N. Who at pay grade 615N, the pay relationship between the classes.	nen the new Right-of-Way Enforcement Agent	II class was created
It is recommended that a new pay grade relationship of and the Right-of-Way Enforcement Agent II class. The Investigators have been assigned additional duties ove Right-of-Way Enforcement Agent II. These additional court magistrates' orders for misuse of license plates, faserving legal notices; searching for stolen vehicles; attentifying the proper authorities when found; and searching to determine where vehicles may be located.	This recommendation is based on the fact the last few years which justify the +1 record duties include immobilizing and impounding failure to appear in court, and other failure to dempting to locate hit and run vehicles and per	at the Vehicle Boot ommendation to the vehicles based on comply court orders; sons of interest and
Employee Impact: None.		
To be completed b	by Mayor's Legislative Team:	
SIRE Tracking Number:	Date:	
Ordinance Request Number:	Date:	
		Revised 05/19/10

Budget Impact: None.				
Organizational Data: The Vehicle Boot Investigators report to Parking and Speeding Enforcement Supervisors.				
Effective Date Rule: 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 re-allocations shall be the beginning of the first work week following approval by the Board.				
To be completed by Mayor's Legislative Team:	_			
SIRE Tracking Number: Date:				
Ordinance Request Number: Date:	Date:			