

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: **October 8, 2010**

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 #1331.

Career Service Authority respectfully requests that this go on Consent the week of October 18, 2010 through October 22, 2010. If not approved for Consent, we request this go to General Government Committee on October 27, 2010.

3. Requesting Agency: Career Service Authority

4. Contact Person: (with actual knowledge of proposed ordinance)

- Name: Alena Martinez
- Phone: 720-913-5726
- Email: alena.martinez@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: 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:

1. **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.

Please include the following:

- a. Duration:
- b. Location:
- c. Affected Council District:
- d. Benefits:
- e. Costs:

7. Is there any controversy surrounding this ordinance? (groups or individuals who may have concerns about it?) Please explain.

None known

To be completed by Mayor's Legislative Team:

SIRE Tracking 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**

<u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
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 bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org 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**.

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date: _____

Ordinance Request Number: _____

Date: _____

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: _____