

## **BILL/ RESOLUTION REQUEST**

- 1. Title:** Approves classification notice #1351 regarding the creation of a new classification for City Council Legislative Analyst and abolishing Professional Services Supervisor; and classification notice 1352 creates a new classification Lead Information Technology (IT) Technician.
- 2. Requesting Agency:** Career Service Authority
- 3. Contact Person *with actual knowledge of proposed ordinance***  
**Name:**Alena Martinez  
**Phone:**720-913-5726  
**Email:**alena.martinez@denvergov.org
- 4. 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/Melissa Fisher  
**Phone:**720-913-5643/720-913-5663  
**Email:**bruce.backer@denvergov.org/melissa.fisher@denvergov.org
- 5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved**
  - a. Scope of Work**
    1. Classification Notice #1351 – City Council Legislative Analyst (812-A) is a new class. Professional Services Supervisor (811-A) is recommended for abolishment. At the request of the City Council Executive Director, Career Service Authority (CSA) created a new classification, City Council Legislative Analyst. The City Council Legislative Analyst will replace the use of the Professional Services Supervisor classification, which no longer accurately describes the duties performed by its incumbents. It is recommended to abolish the Professional Service Supervisor as the classification is no longer used within the City's Classification and Pay Plan. The General Statement of Duties for the City Council Legislative Analyst states that incumbents in the classification perform advanced, specialized professional level work coordinating and managing the City's legislative process and City Council committee meetings. In addition, the City Council Legislative Analyst is responsible for performing research and analysis into complex policy issues, making recommendations and providing advice to City Council members on existing and proposed legislation. Finally, the City Council Legislative Analyst functions as a technical expert on the City's legislative process by advising City Council members, city employees, and the public on legislative processes and procedures. There is no budget impact.
    2. Classification Notice #1352 – Lead Information Technology Technician (620-I) is a new class. Technology Services requested that Career Service Authority (CSA) create a

new classification, Lead Information Technology (IT) Technician. A recent reorganization of the Information Systems and Customer Support division of Technology Services increased the number of employees assigned to work the Service Desk from 12 to 19. The Service Desk operates 24/7 and "provides phone-based and remote computer support for desktops, laptops, and other peripherals that are essential to City employees." The following classifications are assigned to work the Service Desk: six Senior IT Technicians, eleven Associate IT Technicians, one Staff IT Technician, and one Computer Operator. The Lead IT Technician will assist the IT Technician Supervisor by performing lead work over employees assigned to work in the 24/7 environment. Along with performing full performance information technology technical work in a help desk setting, the Lead IT Technician will assist with assigning and reviewing work, providing work instruction, and providing feedback on employee performance. There is no budget impact.

**b. Duration**

n/a

**c. Location**

n/a

**d. Affected Council District**

n/a

**e. Benefits**

Better reflection of skills and responsibilities

**f. Costs**

None

**6. Is there any controversy surrounding this ordinance, groups or individuals who may have concerns about it? Please explain.**

No

**Bill Request Number: BR11-0902**

**Date: 11/23/2011**