

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

Please mark one: **Bill Request** or **Resolution Request**

Date of Request: December 30, 2019

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 #1601, 1602, 1603, 1604, 1608, 1609, 1610, 1611, 1612, 1614, 1615, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1624, 1625, 1626, 1628, 1629, 1632, 1634, 1635

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:

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

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: BR20 0022

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: BR20 0022

Date Entered: _____

To: Denver City Council

From: Karen Niparko, Executive Director of the Office of Human Resources
Nicole De Gioia-Keane, Classification & Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: January 2, 2020

Subject: Changes to the Classification & Pay Plan **Not** Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of July 2019 through December 2019.

For this timeframe, there are 27 on 12/31/19 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1601 – Asphalt Plant Mechanic
- Classification Notice 1602 – Crime Scene Technician; Crime Scene Investigator III; Forensic Scientist III
- Classification Notice 1603 – Public Defender Supervisor
- Classification Notice 1604 – Pay Range Adjustments
- Classification Notice 1608 – Security Operations Center Technician
- Classification Notice 1609 – Legal Administrator Series
- Classification Notice 1610 – Deputy City Surveyor
- Classification Notice 1611 – Building Information Modeler
- Classification Notice 1612 – Airport Emergency Operations Specialist
- Classification Notice 1614 – Collections Investigator and Parking Magistrate
- Classification Notice 1615 – Peer Navigator
- Classification Notice 1616 – Surplus Warehouse Technician
- Classification Notice 1617 – Administrative Investigator
- Classification Notice 1618 – 911 Systems Administrator
- Classification Notice 1619 – Prevailing Wage Series
- Classification Notice 1620 – Web UI-UX Series
- Classification Notice 1621 – Workday Analyst Series and Payroll Systems Administrator
- Classification Notice 1622 – Aviation Customer Service Agent Lead
- Classification Notice 1623 – Senior Deputy Monitor OIM
- Classification Notice 1624 – Fellow Classifications
- Classification Notice 1625 – Emergency Management Coordinator

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

Revised 03/02/18

- Classification Notice 1626 – Attorney Fellow
- Classification Notice 1628 – Court Executive and Deputy Court Executive
- Classification Notice 1629 – Youth Assistant
- Classification Notice 1632 – IT Data Engineer
- Classification Notice 1634 – Traffic Signs and Markings Inspector
- Classification Notice 1635 – Pay Grades I-627, I-628, and I-629

The next submission will be in July 2020 for small-impact changes provisionally approved by the OHR Executive Director for the period of January 2020 through June 2020.

POSTING IS REQUIRED

Classification Notice No. 1601

To: Agency Heads and Employees

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

From: Karen Niparko, Executive Director of the Office of Human Resources
Date: June 21, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Asphalt Plant Mechanic (J-618).

A new classification is recommended for the Street Maintenance division of Public Works. The division was using a classification that was specific to Fleet and wasn't an appropriate fit for the duties and responsibilities being performed. This classification performs general maintenance and repair on asphalt equipment used only at the Asphalt Plant.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3102	Asphalt Plant Mechanic	J-618 (\$22.13 - \$27.22 - \$32.31)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on July 3, 2019. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1602

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: June 28, 2019
Subject: Proposed Change to the Classification and Pay Plan

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

The proposed change amends the Classification and Pay Plan by creating new classifications Crime Scene Technician (E-619), Crime Scene Investigator III (E-626), and Forensic Scientist III (E-814).

The Department of Safety, Forensic Crime Lab, requested OHR create three new classifications for specialized duties. The new Crime Scene Technician classification performs entry-level training in the principles, practices, methods and techniques of forensic crime scene investigations on high frequency property crimes and digital imaging analysis. The Crime Scene Investigator III classification performs full performance professional level forensic crime scene training, investigation, and analysis work conducting field casework collecting, analyzing, and processing complex crime scene evidence and testifying in court. The Forensic Scientist III classification performs technical professional level forensic work leading technical, research and development projects, applying the physical sciences to the investigation of crimes, conducting scientific laboratory analyses on physical evidence, scientific research, providing scientific consultation, and testifying as expert witness in courts of law. The proposed new classifications anchor to the Crime Scene Investigator and Forensic Scientist series. These series were approved to market adjust effective 1/1/20 due to the annual CCD Pay Survey recommendations and to maintain the job hierarchy these proposed new classifications will be adjusted 1/1/20.

The table below is the new series with the new classifications indicated in bold:

<u>Classification Title</u>	<u>Pay Grade</u>	<u>Pay Grade</u>	<u>Classification Title</u>	<u>Pay Grade</u>	<u>Pay Grade</u>
Crime Scene Technician	E-619	E-621	Forensic Lab Technician	E-617	E-619
Crime Scene Investigator I	E-621	E-623	Forensic Scientist I	E-809	E-811
Crime Scene Investigator II	E-624	E-626	Forensic Scientist II	E-812	E-814
Crime Scene Investigator III	E-626	E-628	Forensic Scientist III	E-814	E-816
Crime Scene Supervisor	E-628	E-630	Forensic Scientist Supervisor	E-815	E-817

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CE3183	Crime Scene Technician	E-619 (\$22.31, \$27.44, \$32.57)
CE3184	Crime Scene Investigator III	E-626 (\$30.47, \$37.48, \$44.49)
CE3185	Forensic Scientist III	E-814 (\$72,414, \$94,138, \$115,862)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, July 11, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1603

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 3, 2019
Subject: Proposed Change to the Classification and Pay Plan

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

The proposed change amends the Classification and Pay Plan by creating a new classification of Deputy Public Defender Supervisor at pay grade L-816 and by changing the classification pay grade for Chief Municipal Public Defender from L-816 to L-820.

The Office of Municipal Public Defender (OPD) is requesting new job classification of Deputy Public Defender Supervisor that will supervise public defenders, directs the activities of the Office that includes reviewing, developing and modifying work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. The Supervisor will also provide work instruction, training when needed, and assist employees with difficult and/or unusual assignments and will encourage innovation. Performs Chief Municipal Public Defender duties during Chief Municipal Public Defenders absence. Currently, the Chief Municipal Public Defender supervises all staff and attorneys. The supervisor position will allow the Chief Municipal Public Defender to focus on higher level responsibilities.

NEW CLASSIFICATION

Proposed Class Title

Deputy Public Defender Supervisor

Proposed Pay Grade & Range

L-816 (\$93,096 - \$148,954)

CLASSIFICATION PAY GRADE CHANGES

Current Class Title

Chief Municipal Public Defender

Current Pay Grade & Range

L-816 (\$93,096 - \$148,954)

Proposed Pay Grade & Range

L-820 (\$118,732-\$189,971)

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

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.

POSTING IS REQUIRED

Classification Notice No. 1604

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 3, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating and abolishing various pay grades in part of routine maintenance.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

The 2019 Pay Survey Market Analysis requires the addition of non-exempt pay ranges in the Engineering and Science (E) occupational group – grades and ranges E-630, E-631, and E-632.

Additionally, this includes a proposal to abolish 10 exempt ranges in the Maintenance & Operations (J) occupational group, J-820 through J-829, and the Enforcement, Compliance, and Protective Services (N) occupational group, N-820 through N-829. These ranges have never been used and work at this type and level are management levels captured in other occupational groups, with most in the General Administrative (A) occupational group. Abolishing these titles will reduce the administrative burden of annual range upkeep and maintenance.

NEW SALARY RANGES

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
E-630	\$36.80	\$41.03	\$45.27	\$49.50	\$53.73
E-631	\$38.47	\$42.90	\$47.32	\$51.75	\$56.17
E-632	\$40.22	\$44.85	\$49.47	\$54.10	\$58.72

SALARY RANGE ABOLISHMENTS

	Range Minimum	Range Maximum		Range Minimum	Range Maximum
J-820	\$112,021	\$179,234	N-820	\$111,861	\$178,978
J-821	\$119,750	\$191,600	N-821	\$119,579	\$191,326
J-822	\$128,013	\$204,821	N-822	\$127,830	\$204,528
J-823	\$136,846	\$218,954	N-823	\$136,650	\$218,640
J-824	\$146,288	\$234,061	N-824	\$146,079	\$233,726
J-825	\$156,382	\$250,211	N-825	\$156,158	\$249,853
J-826	\$167,172	\$267,475	N-826	\$166,933	\$267,093
J-827	\$178,707	\$285,931	N-827	\$178,451	\$285,522
J-828	\$191,038	\$305,661	N-828	\$190,764	\$305,222
J-829	\$204,220	\$326,752	N-829	\$203,927	\$326,283

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

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.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1608

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 19, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Security Operations Center Technician (N-616).

The General Services Agency has requested a new classification that will provide central, technical support to the Security Operations Center (SOC), located in the Webb building. This new classification will field emergency and non-emergency phone calls, emails, and other forms of outreach from various city buildings and facilities during standard business hours.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CN3195	Security Operations Center Technician	N-616 (\$20.20 - \$24.85 - \$29.49)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on August 1, 2019. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1609

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 1, 2019
Subject: Proposed Changes to the Classification and Pay Plan (Amended)

The proposed change amends the Classification and Pay Plan by creating new classifications of Legal Administrator I at pay grade L-811, Legal Administrator II at pay grade L-813, and Legal Administrator III at pay grade L-814.

The City Attorney’s Office (CAO) is requesting that the Legal Administrator job classification be expanded. The main purpose of these new classifications is to address the different types of work these individuals are performing. The new classification series will also 1) provide promotional opportunities for Paralegal III candidates, which is currently a demotion from Paralegal III (L-623 - \$62,400 - \$76,752 - \$91,104) to Operational Supervisor I (A-808 - \$54,661 - \$71,060 -

To be completed by Mayor’s Legislative Team:

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Date Entered: _____

\$87,458), 2) provide professional growth opportunities for current staff, 3) move current Legal Administrators from General Administrative to Legal Occupational Group since these incumbents provide legal work, and 4) allow the current Operational Supervisors' pay to grow commensurate with merit, longevity and level of responsibility.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CL3192	Legal Administrator I	L-811 (\$66,688 - \$86,695 - \$106,701)
CL3193	Legal Administrator II	L-813 (\$76,208 - \$99,071 - \$121,933)
CL3194	Legal Administrator III	L-814 (\$81,466 - \$105,906 - \$130,346)

ABOLISH JOB TITLE

<u>Job Code</u>	<u>Class Title</u>
CA0895	Legal Administrator

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on August 14, 2019. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1610

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 26, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Deputy City Surveyor at pay grade E-817 and by changing the classification pay grade for City Surveyor from E-818 to E-819.

An individual audit request prompted a review of the City Surveyor classification. The division has changed gradually over the course of several years, due to demands and scope of the Surveying service requirements. As a result, the division has grown from 15 to over 30 employees including professional land surveying, contracting and plans review functions. First, the Office of Human Resources (OHR) is proposing to create a new classification called Deputy City Surveyor at pay grade

To be completed by Mayor’s Legislative Team:

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Date Entered: _____

E-817. Second, OHR is proposing to change the pay grade of City Surveyor from E-818 to E-819. The Deputy City Surveyor is responsible for managing the surveying functions and professional land surveyors while the City Surveyor is directing the surveying functions and is the city surveying expert. The City Surveyor was also revised to capture the higher-level duties and to clarify the distinction between both classifications.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CE3201	Deputy City Surveyor	E-817 (\$89,369 - \$116,180 - \$142,990)

PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CE0381	City Surveyor	E-818 (\$95,535-124,196-\$152,856)	E-819(\$102,127-132,765-\$163,403)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, August 8, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1611

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 26, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications Building Information Modeler (I-812), Building Information Modeling Analyst (I-814), Building Information Modeling Analyst Senior (I-816), and Building Information Modeling Manager (I-818).

Denver International Airport has requested a study of its Building Information Modeling (BIM) division. BIM is a multidisciplinary field incorporating information technology, engineering, and architecture disciplines. This is a request to create four classifications in a new series with the goals to describe this multidisciplinary work, mitigate the recruitment challenges of describing this unique work and minimum qualifications, and will provide a career path for existing employees.

To be completed by Mayor’s Legislative Team:

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Date Entered: _____

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CI3197	Building Information Modeler	I-812 (\$69,576-90,449-111,322)
CI3198	Building Information Modeling Analyst	I-814 (\$79,509-103,362-127,214)
CI3199	Building Information Modeling Analyst Senior	I-816 (\$90,860-118,118-145,376)
CI3200	Building Information Modeling Manager	I-818 (\$103,831-134,981-166,130)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, August 8, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1612

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 2, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Airport Emergency Operations Specialist (A-812).

Denver International Airport has requested a study of certain positions and the classifications within the Airport Operations division. This is a request to create a new classification title, Airport Emergency Operations Specialist. This new class will better describe this type and level of work and will provide a specialized role for existing employees within this division.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CA3202	Airport Emergency Operations Specialist	A-812 (\$71,382 - \$92,797 - \$114,211)

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, August 15, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1614

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 23, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades for the Collections Investigator and County Court Parking Magistrate job classifications.

Requesting to amend the 2019 Pay Survey market analysis as a result of the Judicial Assistant job classification series pay grades increasing. With the recent amendment approval (Classification Notice 1606) to increase the pay grades of the Judicial Assistant job classification series, this has caused the Collection Investigators pay grade to fall behind that of the Judicial Assistant II. Currently, there is no salary benchmark data for this classification and for the last six years, the pay grade for Collections Investigators has been above the pay grade of the Judicial Assistant II (C-616 - \$21.69 - \$26.68 - \$31.67), but not higher than the pay grade of the Judicial Assistant III (C-618 - \$23.71 - \$29.17 - \$34.62). Requesting to add the Collections Investigator job classification that was not included in the original list of approved individual pay grade adjustments.

Also requesting to amend the 2019 Pay Survey for the County Court Parking Magistrate whose current pay grade of L-619 has also fallen behind its established relationship with Judicial Assistant IV. The Judicial Assistant IV pay grade is

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increasing from L-619 to L-620. Requesting to add the County Court Parking Magistrate job classification that was not included in the original list of approved individual pay grade adjustments. The Denver County Court is the only agency that uses both the Collections Investigator and County Court Parking Magistrate job classifications.

It is requested that these changes be effective on the same day of the effective date of the Pay Survey individual pay grade adjustments that were approved on April 5, 2019, and all effective dates and pay impact benefits provided to all incumbents in impacted classes as provided in the 2019 Pay Survey. This includes the effective date, which is requested to be effective on January 1, 2020.

PAY GRADE CHANGE ONLY

Classification Title	Current Pay Grade/Range	Proposed Pay Grade/Range
Collection Investigator	N-616 (\$20.20 - \$24.85 - \$29.49)	N-618 (\$22.08 - \$27.16 - 32.24)
County Court Parking Magistrate	L-619 (\$25.11 - \$30.89 - \$36.66)	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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 5, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1615

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 23, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Peer Navigator (A-615).

Denver Department of Public Health and Environment (DDPHE) requested to create a new classification, Peer Navigator. The Peer Navigator job classification is based on strategies within the Mayor’s 100-day Behavioral Health and Homelessness Plan. Peer Navigators are “change agents” due to their ability to transform services with a humane approach, reminding teams that resiliency from adversity is probable, and articulating the experiences of their peers to enhance service delivery.

The purpose of the Peer Navigator is to support services between individuals with similar life experiences including advocacy, linkage to resources, sharing of personal experiences, building individual and community relationships, group facilitation, skill building, mentoring, goal setting, problem solving and navigating barriers. Services are provided adhering to the core values of respect, empowerment, shared responsibility, mutually shared power and mutual agreement of what is helpful.

Training for peer navigation staff is essential for individuals who work in this job class as personal experience is only one

To be completed by Mayor’s Legislative Team:

qualification. Informed supervision by individuals with knowledge of peer support competencies, practices, values and ethics is required for fidelity to the evidenced-based peer-to-peer support model outcomes.

It is highly recommended that supervisors of peer supporters and navigators have experience providing these services and, at minimum, are trained in supervision of this job class. In addition, preparation and training are also advised for teams that will be adding peer support or navigation services. It is essential for all staff to understand and support the integration of peer supporters or navigators into programs, departments and agencies in order for successful retention of the peer workers and to optimize successful outcomes for participants of services.

To support this initiative, The Guide to Interview Questions for Peers Supporters and Navigators is available for CCD Recruiters, Managers, Supervisors and Human Resources Business Partners hiring for this position.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CA3163	Peer Navigator	A-615 (\$21.05 - \$25.89 - \$30.73)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 5, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1616

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 23, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Surplus Warehouse Technician (J-616).

A new classification is recommended for the Surplus Warehouse division of General Services. The warehouse has been using a classification (Stockkeeper III) that only captured a portion of the duties that the staff in the warehouse are responsible for. In conjunction with Surplus Warehouse management, Class & Comp has developed a classification that accounts for the unique responsibilities of these employees. These duties include shipping/receiving of materials, inventory management, posting and sale of items through web-based portal, interaction with customers, pickup of materials from various city facilities, item research for pricing, and close liaising with DPD, DSD, and DEN.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3216	Surplus Warehouse Technician	J-616 (\$20.25 - \$24.91 - \$29.57)

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

To be completed by Mayor’s Legislative Team:

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Date Entered: _____

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 5, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1617

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 23, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the classification title to Administrative Investigator (L-624) and abolishing the existing classification of Internal Affairs Investigator Senior (L-624).

The Department of Safety, Sheriff's Office has requested a title change due to a recent reorganization. It is proposed to change the Internal Affairs Investigator Senior classification title to Administrative Investigator. There are no other changes to this classification.

CLASSIFICATION TITLE CHANGE(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Pay Grade & Range</u>
CL3217	Internal Affairs Investigator Senior	Administrative Investigator	L-624(\$31.37-\$38.59-\$45.80)

CLASSIFICATION ABOLISHMENT(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade & Range</u>
CL3093	Internal Affairs Investigator Senior	L-624 (\$31.37-\$38.59-\$45.80)

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 5, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1618

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 30, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade and job title for the 911 Systems Administrator I classification.

The non-exempt 911 Systems Administrator job classification was established in 2013 and a review of the pay grade was recently conducted. In 2013, no benchmark salary survey data was available and a custom survey was sent to surrounding cities and counties. The results of the 2013 survey were that 911 Systems Administrators were paid as the same rate as other Systems Administrator elsewhere in these organizations. The level of work of the 911 Systems Administrator is at the intermediate level or that of an Associate Systems Administrator. As a result of this 2013 survey, a pay relationship was established to the non-exempt Staff Systems Administrator plus four pay grades to obtain the pay range similar to the exempt Associate Systems Administrator level. In 2013, the midpoint spread between the 911 Systems Administrator and the Associate Systems Administrator was 3.2%. Today, the midpoint spread is 5.7%. In 2019, there is still no market data available for the 911 Systems Administrator, and the existing internal pay relationship is being utilized to re-establish the pay grade/range. It is proposed to create a new pay grade/range (I-627) and upgrade the 911 Systems Administrator I to Pay Grade I-627 in order to reduce the midpoint spread between the Associate Systems Administrator and the 911 Systems Administrator I from 5.7% down to 1.1%.

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade/Range</u>	<u>Proposed Pay Grade/Range</u>
911 Systems Administrator I	I-626 (\$33.45 - \$41.15 - \$48.84)	I-627 (\$34.97 - \$43.02 – \$51.06)

JOB TITLE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
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To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 12, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1619

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 6, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the job titles of the Prevailing Wage Investigator job classification series and creating a new job classification of Prevailing Wage Technician.

The City Attorney’s Office was conducting a study of Investigator job classifications and determined that the Prevailing Wage Investigator did not meet the criteria of investigator. Working with the Auditor’s Office and the City Attorney’s Office, the revised job titles of Prevailing Wage Analyst and Prevailing Wage Analyst Lead have been proposed. Minor edits were also made to the job specifications concerning the description of duties for the positions.

As part of this process, the Auditor’s Office requested a new job classification of Prevailing Wage Technician. Currently, employees reside in the Contract Compliance Technician job classification, which does not reflect the job duties under the Auditor’s Office.

JOB TITLE CHANGES

<u>Current Classification Title</u>	<u>Revised Classification Title</u>
Prevailing Wage Investigator	Prevailing Wage Analyst
Prevailing Wage Investigator Lead	Prevailing Wage Analyst Lead

NEW JOB CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade/Range</u>
CA3220	Prevailing Wage Technician	A-616 \$21.69 -\$26.68 - \$31.67

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 19, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1620

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 13, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new job classifications of IT Web UI-UX Designer Associate and IT Web UI-UX Designer Associate Senior for Technology Services Agency.

The proposed new job classifications are a part of the Technology Services (TS) Classification Study that began in 2018. TS has recognized that they have had challenges with maintaining and updating their job specifications to keep up with the evolving information technology field. As new types of IT jobs have been added to the City and County of Denver, they have had to place new incumbents into the most reasonable job specification that is available, which do not always align with the current market. The Classification and Compensation Division of the Office of Human Resources has been working with TS to update and create new job classification series based on the city's needs and market trends. With the addition of these proposed new classifications, these will be very beneficial during the recruitment process ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are in the correct job classification and are being compensated based on market data for the correct job classification.

NEW CLASSIFICATION(S)

Job Code	Proposed Class Title	Proposed Pay Grade	& Pay Range
CI3221	IT Web UI-UX Designer Associate	I-809	\$56,954 – \$74,040 – \$91,126
CI3222	IT Web UI-UX Designer Senior	I-813	\$74,377 – \$96,690 – \$119,003

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 26, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1621

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 20, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new job classifications of Workday Analyst Associate, Workday Analyst Senior, Workday Analyst Specialist, and Payroll Systems Administrator.

In 2005, City leadership decided to centralize information technology (IT) job classifications under Technology Services (TS) and other IT divisions within the City and County of Denver* for the following reasons: secure the city; leverage economies of scale; gain expertise, variety, and backup of IT positions; reduce single point of failure; and ensure that IT employees have the appropriate skills. The Office of Human Resources (OHR) in partnership with Technology Services (TS) recently conducted a study to determine how many Information Technology positions were assigned to departments/agencies outside of IT divisions. A total of 18 employees are assigned to IT job classification, but not assigned to an IT division. One of the results of this study was the creation of the Payroll Systems Administrator and Workday Analyst job classification series. The Department of Finance has two employees assigned to the following job classifications: IT ERP Systems Analyst Senior and IT Systems Analyst Senior. The Office of Human Resources has 2 employees assigned to the IT ERP Systems Analyst Senior job classification. The new Workday Analyst and Payroll Systems Administrator job classifications could be used to reallocate these employees, if they are not grandfathered, and these classifications can also be used for additional employees as the city continues utilized Workday systems in OHR, Payroll, Finance and Purchasing.

**Other departments/agency's with IT divisions: Clerk & Recorder, District Attorney, Denver County Court, Denver International Airport, Denver Human Services, and Denver Public Library.*

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CA3210	Workday Analyst Associate	A-809 (\$58,433 - \$75,963 - \$93,493)
CA3211	Workday Analyst Senior	A-812 (\$71,382 - \$92,797 - \$114,211)
CA3212	Workday Analyst Specialist	A-814 (\$81,572 - \$106,044 - \$130,515)
CA3209	Payroll Systems Administrator	A-814 (\$81,572 - \$106,044 - \$130,515)

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 3, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1622

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 20, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new job classification of Aviation Customer Service Agent Lead.

It is proposed to create a new classification, Airport Customer Service Agent Lead. This is the result of a request by Denver International Airport to expand the customer service operations in support of airport strategic priorities while providing additional career growth opportunities for employees.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CC3226	Aviation Customer Service Agent Lead	C-614 (\$19.85 - \$24.42 - \$28.98)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 3, 2019**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1623

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 20, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade for the Senior Deputy Monitor, OIM from A-815 to A-816.

The Office of Independent Monitor requested a review of the Senior Deputy Monitor, OIM classification. It is proposed to change the pay range from A-815 to A-816.

CLASSIFICATION PAY GRADE CHANGE

<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Senior Deputy Monitor, OIM	A-815 (\$87,200-\$113,360-\$139,520)	A-816 (\$93,217-\$121,182-\$149,147)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 3, 2019**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1624

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 20, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades for the Veterinarian Fellow and Forensic Pathology Fellow. The current pay grades and ranges will also be abolished.

The Veterinarian Fellow and Forensic Pathology Fellow classifications were within the Training and Intern Classifications pay structure. It is appropriate to place these classifications in the city compensation structure with pay ranges based on the duties, education and experience. The Veterinarian Intern/Fellow classification is included in the Pay Survey Market Analysis 2019 Proposed Changes to the Classification and Pay Plan with a two pay grade increase, and it is proposed that this two pay grade increase occur as approved and will change pay grades from O-611 to O-613 on January 1, 2020.

CLASSIFICATION PAY GRADE CHANGE(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
TA3070	Veterinarian Fellow	A-406 (\$15.88)	O-611 (\$18.61-\$22.89-\$27.17)
CO2300	Forensic Pathology Fellow	O-412 (\$100,313)	O-811 (\$70,589-\$91,766-\$112,942)

CLASSIFICATION PAY GRADE AND RANGE ABOLISHMENT(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade & Range</u>
TA3070	Veterinarian Fellow (New Job Code is CO3183)	A-406 (\$15.88)
CO2300	Forensic Pathology Fellow	O-412 (\$100,313)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 3, 2019**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1625

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 20, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Emergency Management Coordinator (A-809) to Emergency Management Specialist (A-812).

A new classification was recently created titled Airport Emergency Operations Specialist (A-812). The duties are comparable to the Emergency Management Coordinator and it is proposed to change the classification title and pay grade to Emergency Management Specialist, grade A-812 to maintain pay grade parity.

CLASSIFICATION TITLE CHANGE

<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Current Pay Grade & Range</u>
Emergency Management Coordinator	Emergency Management Specialist	A-809 (\$58,433-\$75,963-\$93,493)

CLASSIFICATION PAY GRADE CHANGE

<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Emergency Management Specialist	A-809 (\$58,433-\$75,963-\$93,493)	A-812(\$71,382-\$92,797-\$114,211)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 3, 2019**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1626

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: October 4, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Attorney Intern (L-406) to Attorney Fellow (L-616). The current class title and pay grade will be abolished.

The Attorney Intern classification is in the Training and Intern Classifications pay structure and it is appropriate to place this classification in the city compensation structure. It is appropriate to rename the classification Attorney Fellow as the requirements include a degree plus attainment of higher education.

CLASSIFICATION TITLE CHANGE

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Pay Grade & Range</u>
TL0006	Attorney Intern	Attorney Fellow	L-406 (\$27.39)

CLASSIFICATION PAY GRADE CHANGE(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CL3228	Attorney Fellow	L-406 (\$27.39)	L-616 (\$21.97-\$27.03-\$32.08)

CLASSIFICATION AND PAY GRADE AND RANGE ABOLISHMENT

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade & Range</u>
TL0006	Attorney Intern	L-406 (\$27.39)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 17, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1628

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: October 18, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new job classifications of Deputy Court Executive and Court Executive for the Denver County Court Agency.

The Denver County Court has requested these proposed new job classifications. Currently, the essential job duties of the Court Executive and Deputy Court Executive are not reflected in their current classifications of Executive and Director job specifications, respectively.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CL3215	Deputy Court Executive	A-818 (\$106,525 - \$138,483 - \$170,440)
CL3214	Court Executive	A-820 (\$121,732 - \$158,252 - \$194,771)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 31, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1629

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

Date: November 8, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Youth Worker Mayors (TA1585) to Youth Assistant (TA1585).

The Youth Worker Mayors classification is in the Training and Intern Classification pay plan and it was requested that the classification be renamed to Youth Assistant.

CLASSIFICATION TITLE CHANGE

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Pay Grade & Range</u>
TA1585	Youth Worker Mayors	Youth Assistant	A-403 (\$13.00)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, November 21, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1632

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 29, 2019
Subject: Proposed Change to the Classification and Pay Plan

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

The proposed change amends the Classification and Pay Plan by creating new job classifications of IT Data Engineer Associate and IT Data Engineer Senior for the Technology Services Agency.

The proposed new job classifications are a part of the Technology Services (TS) Classification Study that began in 2018. TS has recognized that they have had challenges with maintaining and updating their job specifications to keep up with the evolving information technology field. As new types of IT jobs have been added to the City and County of Denver, TS has placed new incumbents into the most reasonable job specification that is available, which do not always align with the current market. The Classification and Compensation Division of the Office of Human Resources has been working with TS to update and create new job classification series based on the city's needs and market trends. With the addition of these proposed new classifications, these will be very beneficial during the recruitment process ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are in the correct job classification and are being compensated based on market data for the correct job classification.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CI3234	IT Data Engineer Associate	I-814 (\$79,509 - \$103,362 - \$127,214)
CI3235	IT Data Engineer Senior	I-816 (\$90,860 - \$118,118 - \$145,376)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, December 12, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1634

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: December 13, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adjusting the pay grade of Traffic Signs and Markings Inspector from J-616 to J-618.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

During the Labor Study, the Traffic Operations Technician I and II pay grades were adjusted by two pay grades. The Traffic Signs and Markings Inspector should've been adjusted at that time because of the current pay relationship to the Traffic Operations Technician I and II. This classification reviews the work of contractors that are involved in the excavation and restoration of trenches for traffic signal installation, placement of concrete and steel poles and the removal and installation of roadway signing and pavement.

PAY GRADE CHANGE ONLY

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CJ3165	Traffic Signs and Markings Inspector	J-616 (\$20.25-\$24.91-\$29.57)	J-618 (\$22.13-\$27.22-\$32.31)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, December 26, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1635

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: December 13, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating pay grades I-627, I-628, and I-629.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____

These changes are part of routine maintenance of the classification and pay plan. The 2019 Pay Survey Market Analysis requires the addition of non-exempt pay ranges in the Information Technology (I) occupational group – grades and ranges I-627, I-628, and I-629.

NEW SALARY RANGES

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
I-627	\$34.97	\$38.99	\$43.02	\$47.04	\$51.06
I-628	\$36.56	\$40.77	\$44.97	\$49.18	\$53.38
I-629	\$38.22	\$42.62	\$47.01	\$51.41	\$55.80

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, December 26, 2019**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR20 0022

Date Entered: _____