

BILL/ RESOLUTION REQUEST

1. Title: Approve classification revision to the IT Project Manager and Lead Heavy Equipment Mechanic job titles.

2. Requesting Agency: Career Service Authority

3. Contact Person with actual knowledge of proposed ordinance

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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

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5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved

a. Scope of Work

1.Classification Notice #1330 – IT Project Manager I (811-I), IT Project Manager II (813-I), IT Project Manager III (815-I) and IT Program Manager (817-I) are new classes. Information Technology Systems Architect is a title change from 814-I to 815-I. Technology Services requested that Career Service Authority (CSA) create an information technology (IT) project management series, consisting of the following classes: IT Project Manager I, IT Project Manager II, IT Project Manager III, and IT Program Manager. IT project managers are responsible for performing project management work on technology projects of varying sizes and complexities. IT program managers are responsible for performing program management work on technology programs. A "program," in this sense of the word, is comprised of several technology projects of varying sizes and complexities, which share a common set of technology goals and objectives. The IT project management series will be used by both Technology Services and the Department of Aviation's Technologies division. The series will provide managers with the flexibility of assigning technology projects, of varying sizes and complexities, to staff based on their abilities and experience. The general statement of duties for the IT Project Manager I, II, III, and IT Program Manager appear below. The IT Project Manager I "Performs standard level professional project management work on one or more small information technology projects; supports the work unit by developing and maintaining project/operational metrics and internal processes and by administering and maintaining project management software and tools." Next, the IT Project Manager II "Performs full performance, professional project management work on one or more small to medium information technology projects, which includes leading

and coordinating the planning and implementation phases of the project management lifecycle." The IT Project Manager III "Performs advanced, specialized, professional project management work on one or more medium to large moderately to highly complex information technology projects, which includes managing and coordinating the project planning, implementation, and evaluation phases of the project management lifecycle." Finally, the IT Program Manager "Performs full performance program management work on one or more highly complex or enterprise-wide information technology programs consisting of multiple projects, which includes managing the planning, implementation, evaluation, and support/maintenance phases of the program management life cycle." There is no budget impact.

2. Classification Notice 1332 – Lead Heavy Equipment Mechanic (620-T) is a new class. The Fleet Divisions of Public Works and Denver International Airport requested the creation of a lead mechanic position to assist in the supervision of mechanics. The Fleet Divisions' operational schedules require three shifts over 365 days a year. There is no budget impact.

b. Duration

c. Location

d. Affected Council District

e. Benefits

f. Costs

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

None.

Bill Request Number: BR10-0946

Date: 10/22/2010