

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

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

Date of Request: **August 5, 2016**

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 #1525 – Semi Tractor Trailer Operator

3. Requesting Agency: Office of Human Resources

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

- Name: John Hoffman
- Phone: 720-913-5296
- Email: john.hoffman@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: Nicole de Gioia-Keane
- Phone: 720-913-5643
- Email: Nicole de Gioia-Keane@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

The proposed change amends the Classification and Pay Plan by adding Semi-Tractor Trailer Operator at pay grade 616-J.

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

None known

8. Budget Impact:

There is no budget impact.

POSTING IS REQUIRED

Classification Notice No. 1525

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: July 20, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Semi-Tractor Trailer Operator at pay grade 616-J.

The Public Works Street Maintenance Division requested a new classification specifically for semi-tractor trailer operators to help the Street Maintenance Division assign and recruit for duties and responsibilities specific to hauling materials and equipment to and from roadway and street repair and maintenance projects.

Currently, the duties and responsibilities specific to a semi-tractor trailer operator requiring a Class A Commercial Driver's License, which is combined with the heavy equipment operator classification, which requires a Class B Commercial Driver's License.

The semi-tractor trailer operator is responsible for hauling asphalt to worksites and transporting debris to dumpsites, and transporting vehicles and equipment to and from worksites; whereas, the heavy equipment operator is responsible for operating large construction equipment specific to road building and paving.

NEW CLASS

<u>Job Code</u>	<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
CJ2960	Semi-Tractor Trailer Operator	616-J (\$40,214/\$49463/\$58,712)

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 changes to the classification and 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.”

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 August 4, 2016 at 5:00 p.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Thursday, August 2, 2016**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, August 2, 2016**.

CITY AND COUNTY OF DENVER
OFFICE OF HUMAN RESOURCES
**CHANGES IN THE CLASSIFICATION AND PAY PLAN (Semi-
Tractor Trailer Operator)**

August 4, 2016

NEW CLASS

<u>Job Code</u> CJ2960	<u>Proposed Title</u> Semi-Tractor Trailer Operator	<u>Proposed Pay Grade</u> 616-J (\$40,214-\$58,712)
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Supervisory Level
3 – None/Incidental

EEO Code
8 – Service/Maintenance

Medical Group
H – Heavy Physical

FLSA
Non-Exempt

Synopsis:

The Public Works Street Maintenance Division requested a new classification specifically for semi-tractor trailer operators to help the Street Maintenance Division assign and recruit for duties and responsibilities specific to hauling materials and equipment to and from roadway and street repair and maintenance projects.

Currently, the duties and responsibilities specific to a semi-tractor trailer operator requiring a Class A Commercial Driver's License, which is combined with the heavy equipment operator classification, which requires a Class B Commercial Driver's License.

The semi-tractor trailer operator is responsible for hauling asphalt to worksites and transporting debris to dumpsites, and transporting vehicles and equipment to and from worksites; whereas, the heavy equipment operator is responsible for operating large construction equipment specific to road building and paving.

Pay Rationale:

Based on internal equity, the Semi-Tractor Trailer Operator classification will have the same pay grade as the Heavy Equipment Operator Classification at 616-J since these two classifications are being separated out for specialization of recruitment qualifications and job assignment purposes.

Employee Impact:

Ten employees will be transferred from the Heavy Equipment Operator classification to the Semi-Tractor Trailer Operator classification.

Budget Impact:

There is no budget impact as incumbents will move pay-to-pay within the same pay grade from Heavy Equipment Operator (616-J) to Semi-Tractor Trailer Operator (616-J).

Organizational Data:

This position typically reports to a Crew Supervisor or Operations Supervisor depending on the nature of the work unit.

Effective Date Rule:

OHR 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 changes to the classification and 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 and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.