

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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.*

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Date of Request: **September 11, 2017**

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 #1546 – Director of the Denver Office of Economic Development**

3. **Requesting Agency:** Office of Human Resources

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

- **Name:** Blair Malloy
- **Phone:** 720-913-5631
- **Email:** blair.malloy@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.deGioia-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 changing the pay grade of the Director of the Denver Office of Economic Development from A-820 to A-823.**

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. 1546**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: August 23, 2017  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of the Director of the Denver Office of Economic Development from A-820 to A-823.**

The Denver Office of Economic Development recently underwent a major reorganization to better align the agency's core operational purpose with the strategic initiatives and priorities of the mayor. To account for this, it is necessary to change the pay grade of the Director of the Denver Office of Economic Development classification to attract and retain qualified individuals. This is the head of the Office of Economic Development and an incumbent in this position is a mayoral appointee.

**PAY GRADE CHANGE ONLY**

**Classification Title**

Director of the Denver Office of Economic Development

**Current Pay Grade**

A-820 (\$119,440–\$154,868–\$190,606)

**Proposed Pay Grade**

A-823 (\$145,529–\$189,188–\$232,846)

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 Executive Director of the Office of Human Resources 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 September 7, 2017 at 4:30 PM** 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 Gioia-Keane [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Susan Keller [susan.keller@denvergov.org](mailto:susan.keller@denvergov.org) by 8:00 AM on **Tuesday, September 5, 2017**. 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 George Branchaud [george.branchaud@denvergov.org](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, September 5, 2017**.

**PAY GRADE CHANGE**

Job Code:      Classification Title:  
MA0054      Director of the Denver Office of Economic Development

Current Pay Grade:      Proposed Pay Grade  
A-820 (\$119,440 – 154,868 – 190,606)      A-823 (\$145,529 – 189,188 – 232,846)

Supervisory Level:      EEO Code:  
2 Appointing Authority/Agency Head/Elected Official      1 - Officials and Administrators

Medical Group:      FLSA:  
Sedentary      Exempt

**Synopsis:**

The Denver Office of Economic Development recently underwent a major reorganization to better align the agency's core operational purpose with the strategic initiatives and priorities of the mayor. To account for this, it is necessary to change the pay grade of the Director of the Denver Office of Economic Development classification to attract and retain qualified individuals. This is the head of the Office of Economic Development and an incumbent in this position is a mayoral appointee.

**Pay Rationale:**

It is proposed to change the pay grade for the Director of the Denver Office of Economic Development from A-820 to A-823. Historically, custom data was used, however, it was not representative of the market so it is now proposed to use an internal relationship to the Executive Director of the Office of Human Resources. The Executive Director of the Office of Human Resources is a benchmark and is at pay grade A-823. Both positions perform a broad range of strategic activities and are the leader of their respective agencies. The Director of the Denver Office of Economic Development is externally-focused, responsible for overseeing business and workforce development and serves as an executive liaison for the City to all levels of government and community groups, while the Executive Director of Human Resources is internally focused, responsible to oversee all human resources strategies and initiatives for employees. Additionally, both agencies are similarly sized, with OED having 97 employees and OHR having 115 employees. For these reasons, it is proposed to change the pay grade and establish a new internal relationship.

**Employee Impact:**

This will affect one employee who is being appointed into this position.

**Budget Impact:**

Since there will be a new appointee, there is no cost at this time.

**Organizational Data:**

The impacted employee will be located at Office of Economic Development and is a mayoral appointee.

**Effective Date Rule:**

It is requested that these changes be effective on September 3, 2017 to coincide with the appointment of a new Director position on September 5, 2017.