

BILL/ RESOLUTION REQUEST

1. Title: Creates new classifications #1354, Associate Accountant (806-V) to align the accounting classifications with other professional series models in the classification system and #1355, Utilization Management Coordinator (806-A) and Lead Utilization Management Coordinator (807-A) in order to properly classify, recruit for and evaluate two integrated but separate units of the Utilization Management Team.

2. Requesting Agency: Career Service Authority

3. Contact Person *with actual knowledge of proposed ordinance*

Name:Alena Martinez

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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*

Name:Bruce Backer

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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 #1354 – Associate Accountant (806-V) is a new class. A classification review of a finance department in the City and County of Denver identified a need to restructure the accounting classification series by creating a standard level professional accountant classification. The current classification system contains an entry level accountant and a senior level accountant. These two classifications do not fully describe all the levels of accounting duties being performed in various agencies and departments across the City. Career Service Authority (CSA) created a new classification, Associate Accountant. The new classification adds a standard performance level to the existing structure and aligns the accounting classifications with other professional series models in the classification system. There is no budget impact.

2. Classification Notice #1355 – Utilization Management Coordinator (806-A) and Lead Utilization Management Coordinator (807-A) are new classes. The Child Welfare Division of Denver Human Services (DHS) currently has a Utilization Management Team (UM) that consists of two integrated but separate units: one that focuses on Therapeutic Residential Child Care Facilities (TRCCF) and Denver County Governed Group Homes, and one that focuses on foster/group care homes licensed through Child Placement Agencies along with County licensed homes. The primary function of the team is to balance child safety and fiscal responsibility while ensuring successful

outcomes for children and youth in DHS custody. To properly classify, recruit for and evaluate these functions, DHS has requested the creation of two new classes, Utilization Management Coordinator and Lead Utilization Management Coordinator. Budget Impact form is attached.

b. Duration

n/a

c. Location

n/a

d. Affected Council District

n/a

e. Benefits

The new classification adds a standard performance level to the existing structure and aligns the accounting classifications with other professional series models in the classification system. Also to properly classify, recruit for and evaluate these functions,

f. Costs

No budget impact

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

No

Bill Request Number: BR12-0006

Date: 12/20/2011