

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

Date of Request: **September 20, 2018**

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

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 Notice #1574

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: Alena Duran	Name: Alena Duran
Email: alena.duran@denvergov.org	Email: alena.duran@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

These are classes to be abolished. These classes are vacant, and other classes were created to replace these classes and/or are no longer needed by the department or agency. The departments or agencies that used these classes have been notified, and they approved the abolishment of these classes.

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**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR18 1074

Date Entered: _____

Key Contract Terms

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?

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Resolution/Bill Number: RR18 1074

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1574

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 7, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by abolishing certain classifications.

These are classes to be abolished. These classes are vacant, and other classes were created to replace these classes and/or are no longer needed by the department or agency. The departments or agencies that used these classes have been notified, and they approved the abolishment of these classes.

ABOLISHMENTS

Job Code	Job Profile Name
CI0319	Computer Operator
CI0336	Data Team Administrator
CA2651	Youth Worker
CA2434	311 Operations Assistant
CA2685	Human Service Supervisor
CN1892	Economic Crime Specialist
QL1587	County Court Magistrate
CA0860	Executive Assistant To The Mayor
CA0783	Deputy Public Trustee
CA0637	Americans with Disabilities Act Compliance Officer
CE0439	Tenant Facility Project Supervisor
CV1895	Economic Development Specialist - Business Development

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 20, 2018 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 20, 2018**. 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 at (720) 913-5650 no later than noon on **Tuesday, September 18, 2018**.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR18 1074

Date Entered: _____

CLASSIFICATION STUDY REPORT

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

Analyst Name: Alena Duran

Impacted Department(s): None

Date: 9/7/18

CLASSIFICATION ABOLISHMENT(S)

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QL1587	County Court Magistrate
CA0860	Executive Assistant To The Mayor
CA0783	Deputy Public Trustee
CA0637	Americans with Disabilities Act Compliance Officer
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Synopsis:

These are classes to be abolished. These classes are vacant, and other classes were created to replace these classes and/or are no longer needed by the department or agency. The departments or agencies that used these classes have been notified, and they approved the abolishment of these classes.

Pay Rationale:

None.

Employee Impact:

None.

Budget Impact:

None.

To be completed by Mayor's Legislative Team:

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