

**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.*

Date of Request: **December 5, 2011**

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 # 1353.**

Career Service Authority respectfully requests that this go on Consent the week of December 12, 2011 through December 16, 2011. If not approved for Consent, we request this go to General Government Committee on December 14, 2011.

3. **Requesting Agency:** Career Service Authority

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

- **Name:** Alena Martinez
- **Phone:** 720-913-5726
- **Email:** alena.martinez@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:** Bruce Backer/Melissa Fisher
- **Phone:** 720-913-5643/720-913-5663
- **Email:** bruce.backer@denvergov.org/melissa.fisher@denvergov.org

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

1. **Classification Notice #1353 – Parking/Speeding Enforcement Supervisor** is a pay grade change from 806-N to 807-N. Last November, CSA changed the pay grade of the Vehicle Boot Investigator class to 616 J from 615 J because the Department of Public Works assigned the investigators additional higher level duties. At that time, CSA did not look at the pay relationship between the Vehicle Boot Investigator class and the class that supervises the investigators. Consequently, there is only one pay grade between the investigators and the Parking/Speeding Enforcement Supervisor. Therefore, CSA is recommending that the Parking/Speeding Enforcement Supervisor class be upgraded one pay grade. There is no budget impact.

**Please include the following:**

- a. **Duration:**
- b. **Location:**
- c. **Affected Council District:**
- d. **Benefits:**
- e. **Costs:**

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

None known

**POSTING IS REQUIRED**

**Classification Notice No. 1353**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: November 16, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Parking/Speeding Enforcement Supervisor from 806-N to 807-N.**

Last November, CSA changed the pay grade of the Vehicle Boot Investigator class to 616 N from 615 N because the Department of Public Works assigned the investigators additional higher level duties. At that time, CSA did not look at the pay relationship between the Vehicle Boot Investigator class and the class that supervises the investigators. Consequently, there is only one pay grade between the investigators and the Parking/Speeding Enforcement Supervisor. Therefore, CSA is recommending that the Parking/Speeding Enforcement Supervisor class be upgraded one pay grade.

**PAY GRADE CHANGE ONLY**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Current Pay Grade</u></b>
CN1984	Parking/Speeding Enforcement Supervisor	806 N (\$40,141 - \$64,030)

**Proposed Pay Grade & Range**

807 N (\$42,917 - \$68,454)

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

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 December 1, 2011 5:00 p.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday, November 30, 2011**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, November 29., 2011**.

**PAY GRADE CHANGE**

Job Code                      Classification Title  
CN1984                      Parking/Speeding Enforcement Supervisor

Present Pay Grade                      Proposed Pay Grade  
806 N (\$40,141 - \$64,030)                      807 N (\$42,917 - \$68,454)

Supervisory Level:  
6 – First Line Supervisor

EEO Code:  
5 – Paraprofessional

Medical Group:  
S – Sedentary

FLSA:  
This class is exempt.

Synopsis:  
Last November, CSA changed the pay grade of the Vehicle Boot Investigator class to 616 J from 615 J because the Department of Public Works assigned the investigators additional higher level duties. At that time, CSA did not look at the pay relationship between the Vehicle Boot Investigator class and the class that supervises the investigators. Consequently, there is only one pay grade between the investigators and the Parking/Speeding Enforcement Supervisor. Therefore, CSA is recommending that the Parking/Speeding Enforcement Supervisor class be upgraded one pay grade.

Pay Rationale:  
It is recommending that the Parking/Speeding Enforcement Supervisor class be upgraded to pay grade 807 J from 806 J. This recommendation is consistent with CSA Compensation Practice that allows two to three pay grades or 10% to 15% between a supervisor and the highest level subordinate.

Employee Impact:  
All of the Parking/Speeding Enforcement Supervisor positions will move pay to pay into the new pay grade.

Budget Impact:  
There is no budget impact.

Organizational Data:  
The Parking/Speeding Enforcement Supervisors in the Department of Public Works report to a Manager I. The Parking/Speeding Enforcement Supervisors in the Department of Safety report to uniformed personnel.

Effective Date Rule:  
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 re-allocations shall be the beginning of the first work week following approval by the Board.