

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: **March 2, 2012**

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 # 1358.**

Career Service Authority respectfully requests that this go on Consent the week of March 12, 2012 through March 16, 2012. If not approved for Consent, we request this go to General Government Committee on March 21, 2012.

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
- **Phone:** 720-913-5643/720-913-5663
- **Email:** bruce.backer@denvergov.org

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

1. **Classification Notice #1358 – Parks Intern I (405-J), Parks Intern II (407-J) and Parks Intern III (409-J)** are new classes. At the request of the Deputy Manager of Parks and Recreation, Career Service Authority (CSA) created a new intern classification series, Parks Intern I, II and III. The General Statement of Duties for the Parks Intern states that incumbents in the classification perform intern-level/trainee work in a professional field such as horticulture, forestry, water conservation, ecology, natural resource management, turf management and landscape design. 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. 1358

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: February 16, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Parks Intern I (405-J), Parks Intern II (407-J) and Parks Intern III (409-J).

At the request of the Deputy Manager of Parks and Recreation, Career Service Authority (CSA) created a new intern classification series, Parks Intern I, II and III. The General Statement of Duties for the Parks Intern states that incumbents in the classification perform intern-level/trainee work in a professional field such as horticulture, forestry, water conservation, ecology, natural resource management, turf management and landscape design.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
TJ2465	Parks Intern I	405-J (\$11.38)
TJ2466	Parks Intern II	407-J (\$13.00)
TJ2467	Parks Intern III	409-J 9\$14.63)

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 March 1, 2012 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, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Thursday, March 1, 2012**. 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 at (720) 913-5168 no later than noon on **Tuesday, February 28, 2012**.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
TJ2465	Parks Intern I	405-J (\$11.38)
TJ2466	Parks Intern II	407-J (\$13.00)
TJ2467	Parks Intern III	409-J (\$14.63)

<u>Supervisory Level:</u> 3 – None/Incidental	<u>EEO Code:</u> 5 - Paraprofessionals	<u>Medical Group:</u> M = Medium Physical	<u>FLSA:</u> Non-Exempt
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Synopsis:

At the request of the Deputy Manager of Parks and Recreation, Career Service Authority (CSA) created a new intern classification series, Parks Intern I, II and III.

The General Statement of Duties for the Parks Intern states that incumbents in the classification perform intern-level/trainee work in a professional field such as horticulture, forestry, water conservation, ecology, natural resource management, turf management and landscape design.

Pay Rationale:

It is internal compensation practice to establish pay for intern classification based on an internal relationship to the entry level classification in a corresponding class series. The pay rate recommendations for Park Intern I, II, and III were based on an internal relationship to the Park Horticulturist (613-J). Park Horticulturist is the entry level classification for the horticulture profession and is an established benchmark in the market. The proposed pay rates for the Parks Intern I, II and III are \$11.38, \$13.00 and \$14.63 (respectively) which are 70%, 80% and 90% of the Park Horticulturist range minimum.

Additionally, placing the Parks Intern classifications at pay grade 405-J, 407-J and 409-J maintains an internal relationship with professional and technical positions in the agency that is consistent with variations in duties and required levels of education and experience.

Employee Impact:

There is no employee impact.

Budget Impact:

There is no budget impact.

Organizational Data:

The Parks Intern I, II and III classifications report to higher level professionals, supervisors or managers in the Department of Parks and Recreation. This will vary by division and internship assignment.

Proposed Effective Date:

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 reallocations shall be the beginning of the first work week following approval by the Board.”