

BILL/ RESOLUTION REQUEST

1. Title: Amends the Classification and Pay Plan by adding a Forensic Laboratory Technician, Special Education Teaching Assistant, Special Education Teaching Assistant Supervisor, and changing the pay grades of Deputy City Attorney, Deputy Manager of Parks & Recreation and changing the title and pay grade of Director of the Mayor's Office of Economic Development to Director of the Denver Office of Economic Development.

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*

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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 #1344 – Forensic Laboratory Technician (617-E) is a new class. This study is the result of a request from the Police Department's Crime Lab. They would like to add a new position to assist the Forensic Scientists in the lab with technical duties. Currently, these duties are performed by employees in the Cadet program, but due to budget constraints and unit restructuring, they would like to make this a permanent position and set the pay appropriately. This study proposes a recommendation of pay grade 617-E based on a survey of local and national law enforcement agencies. There is no budget impact.

2. Classification Notice #1345 – Executive (824-I) is a new class. Deputy City Attorney is a pay grade change from 821-L to 823-L. Deputy Manager of Parks & Recreation is a pay grade change from 814-A to 817-A. Director of the Denver Office of Economic Development (820-A) is a title and pay grade change from Director of the Mayor's Office of Economic Development (818-A). As stated in Section 18-52 of the Denver Revised Municipal Code, "the pay of employees not in the career service shall be fixed in accordance with the classification and pay plan adopted by ordinance." As a result, Career Service Authority conducted a pay survey for key Mayoral Appointee positions. There are two outcomes of this survey: 1) to develop pay range recommendations based

on market data and internal relationships to both peers and subordinates, and 2) to develop classification recommendations that will incorporate these Mayoral Appointee positions into the City's Classification and Pay Plan. There is no budget impact.

3. Classification Notice 1346 –Special Education Teaching Assistant (614-O) and Special Education Teaching Assistant Supervisor (806-O) are new classes. The Family Crisis Center (FCC) at DHS currently has staff that is providing paraprofessional classroom assistance to the Special Education Teachers who instruct youth at the FCC. Current Federal legislation necessitates the creation of a new Special Education Teaching Assistant class to ensure that the staff has the necessary skills and knowledge to comply with Federal requirements for instructional paraprofessionals. The No Child Left Behind (NCLB) Act of 2001 specifies employment requirements for instructional paraprofessionals working in PK-12 Title I programs, and these requirements include higher levels of education for instructional paraprofessionals working in Title I schools. Specifically, instructional paraprofessionals must possess specific skills and knowledge in reading, writing, mathematics and instruction to be considered qualified to assist in instruction. The NCLB outlines requirements that apply to all instructional paraprofessionals (including those who work with students with disabilities) carrying out instructional duties in a school-wide program, regardless of whether the positions are funded with federal, state or local funds. In a school-wide program, Title I funds support all teachers and instructional paraprofessionals. Facility schools such as the FCC's were not required to follow components of the NCLB until the last few years. Facility schools, private schools and institutions all have unique components and have to go through different stages of implementation, and the reauthorization of NCLB is underway under the Obama administration. DHS is complying with guidelines set forth by the Facilities Unit at the Colorado Department of Education. The Special Education Teaching Assistant Supervisor classification will be responsible for all elements of supervision over the Special Education Teaching Assistants. It is not practical for Special Education Teachers to be responsible for supervising the assistants, as their role is concentrated solely on teaching. Special Education Teachers spend their time focusing on Individualized Education Plans, direct instruction, academics, behavior management, etc.; and while they will indirectly provide guidance and supervision to teaching assistants, the teaching assistants will interact with multiple teachers during the school day so having a designated supervisor is critical to be able to streamline and focus the supervision of the teaching assistants back to one person. Also, the supervisor class will alleviate a strenuous span of control for the Special Education Teacher Supervisor, who currently supervises 11 FTE's and 4 contract positions. Budget impact form is attached.

b. Duration

Permanent.

c. Location

Citywide.

d. Affected Council District

All.

e. Benefits

N/A.

f. Costs

Special education teaching assistant will increase the Human Services budget by \$55/month.

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

No.

Bill Request Number: BR11-0566

Date: 7/28/2011