

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11:00am on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **October 20, 2022**

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 Notices #1735

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: Greg Thress	Name: Greg Thress
Email: Greg.Thress@denvergov.org	Email: Greg.Thress@denvergov.org

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

The proposed change amends the Classification and Pay Plan by creating two classifications called Victim Advocate II and Victim Advocate Lead, revising the title of Victim Advocate to Victim Advocate I to encompass the duties of Victim Advocate and Victim Specialist, abolishing the Victim Specialist job classification, and changing the pay grade of the Victim Advocate I classification.

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: _____

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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Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1735

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 7, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating two classifications called Victim Advocate II and Victim Advocate Lead, revising the title of Victim Advocate to Victim Advocate I to encompass the duties of Victim Advocate and Victim Specialist, abolishing the Victim Specialist job classification, and changing the pay grade of the Victim Advocate I classification.

The Office of Human Resources Classification and Compensation Division was requested separately by both the City Attorney's Office and the District Attorney's Office to conduct a classification and pay study to ensure that the Victim Advocates' pay grade ranges are appropriate due to a heightened increase in turnover. Market data for Victim Advocates was obtained to determine if there were pay differences among Victim Advocates assigned to other Police/Sheriff Departments, City/County Attorney Offices, and/or District Attorney Offices. The market data indicated that Victim Advocates in these three different types of jurisdictions are compensated similarly. Within the City and County of Denver, however, some differences in duties and levels of expertise exist among Victim Advocates within city agencies, including the Denver Police Department, City Attorney's Office, District Attorney's Office, and Denver County Court's Probation Division. Therefore, it is proposed that a new classification of Victim Advocate Lead be created with the assigned pay grade of NE-15 to assist victim advocate supervisors, that a new classification of Victim Advocate II be created with the assigned pay grade of NE-14, and that the job title of Victim Advocate be revised to Victim Advocate I with a pay grade change to NE-13, that the duties of the Victim Specialist be incorporated into the Victim Advocate I classification, and that the Victim Specialist classification be abolished.

NEW CLASSIFICATIONS

<u>Classification Title</u>	<u>Pay Grade/Range</u>
Victim Advocate II	NE-14 (\$25.34 - \$32.31 - \$39.28)
Victim Advocate Lead	NE-15 (\$26.86 - \$34.25 - \$41.63)

CLASSIFICATION TITLE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Victim Advocate	Victim Advocate I

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade/Range</u>	<u>Proposed Pay Grade/Range</u>
Victim Advocate I	NE-12 (\$23.00 - \$28.75 - \$34.50)	NE-13 (\$24.38 - \$30.48 - \$36.57)

CLASSIFICATION ABOLISHMENT

<u>Current Classification Title</u>	<u>Current Pay Grade/Range</u>
Victim Specialist	NE-11 (\$21.70 - \$27.13 - \$32.55)

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Date Entered: _____

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, October 20, 2022, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 20, 2022**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, October 18, 2022**.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.

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