

## **BILL/ RESOLUTION REQUEST**

- 1. Title:** Amends the Classification and Pay Plan by adding Assistant Golf Course Superintendent (618-J) and Golf Course Superintendent (812-J), by adding Motor Vehicle Technician III (616-C) and by changing the title of Stock Clerk to Stockkeeper I (609-J), changing the title and pay grade of Stockkeeper (615-J) to Stockkeeper II (614-J) and adding Stockkeeper III (616-J).
  
- 2. Requesting Agency:** Career Service Authority
  
- 3. Contact Person *with actual knowledge of proposed ordinance***  
**Name:**Alena Martinez  
**Phone:**720-913-5726  
**Email:**alena.martinez@denvergov.org
  
- 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***  
**Name:**Alena Martinez  
**Phone:**720-913-5726  
**Email:**alena.martinez@denvergov.org
  
- 5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved**
  - a. Scope of Work**
    1. Classification Notice 1372 – Assistant Golf Course Superintendent (618-J) and Golf Course Superintendent (812-J) are new classes. The Department of Parks and Recreation's Golf Division requested that Career Service Authority (CSA) develop two new classifications, Assistant Golf Course Superintendent and Golf Course Superintendent. The job duties performed in the operation and maintenance of golf courses differs from the duties and requirements for other maintenance and operations across the City or in the general labor market. The industry specific classifications accurately reflect the work being performed by the employees in the Golf Division. Aligning the city's classifications for these positions with standard practice in the Golf industry will help with recruitment and retention of qualified employees. It also aides the department in maintaining the quality of play for patrons that is required to operate a competitive and successful golf program. There is no immediate budget impact.
  
    2. Classification Notice 1373 – Motor Vehicle Technician III (616-C) is a new class. Motor Vehicle Division has requested that Career Service Authority (CSA) create a new classification, Motor Vehicle Technician III. Motor Vehicle Division is phasing out the Motor Vehicle Supervisor classification, thus eliminating a level of supervision. The division will be using the Motor Vehicle Technician III instead. This transition will also

provide career development opportunities for Motor Vehicle Technicians. The Motor Vehicle Technician III will perform lead work duties. The position will perform the duties of the Motor Vehicle Technician II as well as assist in running the daily operations such as opening, closing, securing offices, responding to escalated customers, issuing credits and making corrections to the State systems. They will assist with on the job training. This is the third class in a three class series. The Motor Vehicle Technician I and the Motor Vehicle Technician II classes are a progressive series. Employees can move through the progressive series from a Motor Vehicle Technician I to a Motor Vehicle Technician II. The Motor Vehicle Technician III class is not included in the progressive series.. There is no immediate budget impact.

3. Classification Notice 1374 – Stockkeeper I (609-J) is a title change from Stock Clerk. Stockkeeper II (614-J) is a title and pay grade change from Stockkeeper (615-J). Stockkeeper III (616-J) is a new class. The Public Works Fleet Maintenance Division requested that CSA conduct a study of stockroom positions. The results of the study support the creation of a Stockkeeper Series that parallels the recommendations of a Lean Process Review conducted by Laird Consulting. The new Stockkeeper Series will be used in departments/agencies across the City. Listed below is the general statement of duties for each class: There is no immediate budget impact.

**b. Duration**

n/a

**c. Location**

Citywide

**d. Affected Council District**

Citywide

**e. Benefits**

n/a

**f. Costs**

n/a

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

No.

**Bill Request Number: BR12-0943**

**Date: 12/11/2012**