# 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.*

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**Date of Request: October 22, 2010**

**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 #'s 1330 & 1332

   Career Service Authority respectfully requests that this go on Consent the week of November 1, 2010 through November 5, 2010. If not approved for Consent, we request this go to General Government Committee on November 10, 2010.

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/Roberta Monaco
   - **Phone:** 720-913-5643/720-913-5629
   - **Email:** bruce.backer@denvergov.org/roberta.monaco@denvergov.org

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

   1. **Classification Notice #1330 – IT Project Manager I (811-I), IT Project Manager II (813-I), IT Project Manager III (815-I) and IT Program Manager (817-I)** are new classes. **Information Technology Systems Architect** is a title change from 814-I to 815-I. Technology Services requested that Career Service Authority (CSA) create an information technology (IT) project management series, consisting of the following classes: IT Project Manager I, IT Project Manager II, IT Project Manager III, and IT Program Manager. IT project managers are responsible for performing project management work on technology projects of varying sizes and complexities. IT program managers are responsible for performing program management work on technology programs. A "program," in this sense of the word, is comprised of several technology projects of varying sizes and complexities, which share a common set of technology goals and objectives. The IT project management series will be used by both Technology Services and the Department of Aviation's Technologies division. The series will provide managers with the flexibility of assigning technology projects, of varying sizes and complexities, to staff based on their abilities and experience. The general statement of duties for the IT Project Manager I, II, III, and IT Program Manager appear below. The IT Project Manager I "Performs standard level professional project management work on one or more small information technology projects; supports the work unit by developing and maintaining project/operational metrics and internal processes and by administering and maintaining project management software and tools." Next, the IT Project Manager II "Performs full performance, professional project management work on one or more small to medium information technology projects, which includes leading and coordinating the planning and implementation phases of the project management lifecycle." The IT Project Manager III "Performs advanced, specialized, professional project management work on one or more medium to large

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moderately to highly complex information technology projects, which includes managing and coordinating the project planning, implementation, and evaluation phases of the project management lifecycle." Finally, the IT Program Manager "Performs full performance program management work on one or more highly complex or enterprise-wide information technology programs consisting of multiple projects, which includes managing the planning, implementation, evaluation, and support/maintenance phases of the program management life cycle." There is no budget impact.

2. **Classification Notice 1332 – Lead Heavy Equipment Mechanic (620-T)** is a new class. The Fleet Divisions of Public Works and Denver International Airport requested the creation of a lead mechanic position to assist in the supervision of mechanics. The Fleet Divisions' operational schedules require three shifts over 365 days a year. 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

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**Classification Notice No. 1330**

| | |
|---|---|
| To: | Agency Heads and Employees |
| From: | Jeff Dolan, Career Service Executive Personnel Director |
| Date: | September 2, 2010 |
| Subject: | Proposed Change to the Classification and Pay Plan |

**The proposed change amends the Classification and Pay Plan by adding IT Project Manager I (811-I), IT Project Manager II (813-I), IT Project Manager III (815-I) and IT Program Manager (817-I). We are also changing the pay grade of Information Technology Systems Architect from 814-I to 815-I.**

Technology Services requested that Career Service Authority (CSA) create an information technology (IT) project management series, consisting of the following classes: IT Project Manager I, IT Project Manager II, IT Project Manager III, and IT Program Manager. IT project managers are responsible for performing project management work on technology projects of varying sizes and complexities. IT program managers are responsible for performing program management work on technology programs. A "program," in this sense of the word, is comprised of several technology projects of varying sizes and complexities, which share a common set of technology goals and objectives.

The IT project management series will be used by both Technology Services and the Department of Aviation's Technologies division. The series will provide managers with the flexibility of assigning technology projects, of varying sizes and complexities, to staff based on their abilities and experience. The general statement of duties for the IT Project Manager I, II, III, and IT Program Manager appear below.

The IT Project Manager I "Performs standard level professional project management work on one or more small information technology projects; supports the work unit by developing and maintaining project/operational metrics and internal processes and by administering and maintaining project management software and tools." Next, the IT Project Manager II "Performs full performance, professional project management work on one or more small to medium information technology projects, which includes leading and coordinating the planning and implementation phases of the project management lifecycle."

The IT Project Manager III "Performs advanced, specialized, professional project management work on one or more medium to large moderately to highly complex information technology projects, which includes managing and coordinating the project planning, implementation, and evaluation phases of the project management lifecycle." Finally, the IT Program Manager "Performs full performance program management work on one or more highly complex or enterprise-wide information technology programs consisting of multiple projects, which includes managing the planning, implementation, evaluation, and support/maintenance phases of the program management life cycle."

**NEW CLASSES**

| Job Code | Classification Title | Pay Grade& Range |
|---|---|---|
| CI2420 | IT Project Manager I | 811-I ($59,618-$95,130) |
| CI2421 | IT Project Manager II | 813-I ($68,139-$108,729) |
| CI2422 | IT Project Manager III | 815-I ($77,847-$124,266) |
| CI2423 | IT Program Manager | 817-I ($88,985-$142,022) |

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*To be completed by Mayor's Legislative Team:*

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# PAY GRADE CHANGE ONLY

| Job Code | Classification Title | Present Pay Grade & Range | Proposed Pay Grade & Range |
|----------|---------------------|---------------------------|----------------------------|
| CI2214 | Information Technology Systems Architect | 814-I ($72,809 - $116,231 | 815-I ($77,847-$124,266) |

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 September 16, 2010 at 9:00 a.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 **Wednesday, September 15, 2010.** 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, September 14, 2010.**

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**NEW CLASS**

| Job Code | Classification Title | Pay Grade |
|---|---|---|
| CI2420 | IT Project Manager I | 811-I ($59,618-$95,130) |
| CI2421 | IT Project Manager II | 813-I ($68,139-$108,729) |
| CI2422 | IT Project Manager III | 815-I ($77,847-$124,266) |
| CI2423 | IT Program Manager | 817-I ($88,985-$142,022) |

| Supervisory Level: | EEO Code: | Medical Group: | FLSA: |
|---|---|---|---|
| 3 – None/Incidental | 2 - Professional | S – Sedentary | Exempt |
| 3 – None/Incidental | 2 - Professional | S – Sedentary | Exempt |
| 3 – None/Incidental | 2 - Professional | S – Sedentary | Exempt |
| 3 – None/Incidental | 2 - Professional | S – Sedentary | Exempt |

**PAY GRADE CHANGE ONLY**

| Job Code | Classification Title | Present Pay Grade | Proposed Pay Grade |
|---|---|---|---|
| CI2214 | Information Technology Systems Architect | 814-I ($72,829-$116,231) | 815-I ($77,847-$124,266) |

Synopsis:
Technology Services requested that Career Service Authority (CSA) create an information technology (IT) project management series, consisting of the following classes: IT Project Manager I, IT Project Manager II, IT Project Manager III, and IT Program Manager. IT project managers are responsible for performing project management work on technology projects of varying sizes and complexities. IT program managers are responsible for performing program management work on technology programs. A "program," in this sense of the word, is comprised of several technology projects of varying sizes and complexities, which share a common set of technology goals and objectives.

The IT project management series will be used by both Technology Services and the Department of Aviation's Technologies division. The series will provide managers with the flexibility of assigning technology projects, of varying sizes and complexities, to staff based on their abilities and experience. The general statement of duties for the IT Project Manager I, II, III, and IT Program Manager appear below.

The IT Project Manager I "Performs standard level professional project management work on one or more small information technology projects; supports the work unit by developing and maintaining project/operational metrics and internal processes and by administering and maintaining project management software and tools." Next, the IT Project Manager II "Performs full performance, professional project management work on one or more small to medium information technology projects, which includes leading and coordinating the planning and implementation phases of the project management lifecycle."

The IT Project Manager III "Performs advanced, specialized, professional project management work on one or more medium to large moderately to highly complex information technology projects, which includes managing and coordinating the project planning, implementation, and evaluation phases of the project management lifecycle." Finally, the IT Program Manager "Performs full performance program management work on one or more highly complex or enterprise-wide information technology programs consisting of multiple projects, which includes managing the planning, implementation, evaluation, and support/maintenance phases of the program management life cycle."

Pay Rationale:
To determine the appropriate pay grades for the classifications in the IT Project Manager series, external market data was utilized. Survey data from Gartner's 2010 Information Technology Market Compensation Survey was used for the external market comparison. First, the IT Project Manager I is comparable to the survey benchmark, Project Management

Specialist. The median rate of pay is $77,511; the pay range is $56,715 to $98,505 and the midpoint is $77,610. This pay data corresponds to pay grade 811-I, which is $59,618 to $95,130 with a midpoint of $77,374.

The IT Project Manager II is comparable to the survey benchmark, Project Leader. The median rate of pay is $91,839; the pay range is $67,362 to $112,634 and the midpoint is $89,998. This pay data corresponds to pay grade 813-I, which is $68,139 to $108,729 with a midpoint of $88,434.

The IT Project Manager III is comparable to the survey benchmark, Project Manager. The median rate of pay is $102,187; the pay range is $75,023 to $133,231 and the midpoint is $104,127. This pay data corresponds to pay grade 815-I, which is $77,847 to $124,266 with a midpoint of $101,057.

The IT Program Manager is comparable to the survey benchmark, Program Manager. The median rate of pay is $115,918; the pay range is $82,486 to $144,673 and the midpoint is $113,579. This pay data corresponds to pay grade 817-I, which is $88,985 to $142,022 with a midpoint of $115,504.

Finally, an internal relationship between the existing classification, IT Project Manager, and the classification, IT Systems Architect exists. The existing IT Project Manager classification will be abolished, once vacant, since the new IT Project Manager series is replacing the classification. As a result, it is essential that the pay for IT Systems Architect is reviewed. Market data was used to determine the appropriate pay grade for the IT Systems Architect. Specifically, IT Systems Architect is comparable to the survey benchmark, Systems Architect. The median rate of pay is $105,072; the pay range is $74,924 to $124,773 and the midpoint is $99,848. This pay data corresponds to pay grade 815-I, which is $77,847 to $124,266 with a midpoint of $101,057.

Placing the IT Systems Architect at 815-I will create a +0 relationship to the IT Project Manager III, which is appropriate since both classes perform advanced, specialized work in their respective fields. Placing the IT Systems Architect at 815-I also creates a +0 relationship to the Administrator I in the IT occupational group. This is appropriate since the Administrator I is used by Technology Services for IT professionals performing architect duties.

Employee Impact:
There is no employee impact; employees will be reallocated into the new classifications through individual position audits.

Budget Impact:
There is no budget impact.

Organizational Data:
The IT Project Manager I, IT Project Manager II, IT Project Manager III, and IT Program Manager report to a Manager 2 (820-I). The Information Technology Systems Architect reports to an IT Supervisor (816-I), which reports to a Manager 2 (820-I).

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."

**Classification Notice No. 1332**

To:           Agency Heads and Employees

From:       Jeff Dolan, Career Service Executive Personnel Director

Date:        October 7, 2010

Subject:    Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Lead Heavy Equipment Mechanic (620-T).**

The Fleet Divisions of Public Works and Denver International Airport requested the creation of a lead mechanic position to assist in the supervision of mechanics. The Fleet Divisions' operational schedules require three shifts over 365 days a year.

## NEW CLASS

| **Job Code** | **Classification Title** | **Pay Grade& Range** |
|---|---|---|
| CT2426 | Lead Heavy Equipment Mechanic | 620-T ($43,026 - $62,806) |

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 October 21, 2010 at 9:00 a.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 **Wednesday, October 20, 2010.** 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, October 19, 2010.**

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**NEW CLASS SPECIFICATION INCLUDING PAY RECOMENDATION**

|  | Proposed |  |
|---|---|---|
| Job Code | Classification Title | Pay Grade |
| CT2426 | Lead Heavy Equipment Mechanic | 620-T |

Supervisory Level:
2 – Lead Work

EEO Code:
7 – Skill Craft

Medical Group:
H – Heavy Physical

FLSA
Non-Exempt

Synopsis:
The Fleet Divisions of Public Works and Denver International Airport requested the creation of a lead mechanic position to assist in the supervision of mechanics.  The Fleet Divisions' operational schedules require three shifts over 365 days a year.

The Lead Heavy Equipment Mechanic's general statement of duties and responsibilities states: "Performs full performance lead work over skilled mechanics and technicians engaged in the maintenance, repair, and overhaul of a wide variety of diesel, gasoline, electric, and alternative fuel powered equipment."

Pay Rationale:
It is recommended that the Lead Heavy Equipment Mechanic be compensated at the 620-T pay grade.  This is a standard pay recommendation with regard to lead positions being compensated at one pay grade over the standard working position, such as the Heavy Equipment Mechanic.

| | | |
|---|---|---|
| Heavy Equipment Mechanic | 619-T | $41,160 - $60,067/yr |
| Lead Heavy Equipment Mechanic | 620-T | $43,026 - $62,806/yr |

Employee Impact:
None – this is a new classification.


Budget Impact:
None – there are no incumbents in this class.
Organizational Data:
The Lead Heavy Equipment Mechanic reports directly to the Heavy Equipment Mechanic Line Supervisor and performs lead work over Heavy Equipment Mechanics and technicians engaged in the maintenance and repair of motorized vehicles and equipment.

Proposed Effective Date:
The effective date shall be the beginning of the first work week following approval by the Career Service Board.

Effective Date Rule:
CSA R7-37-A, Annual Classification Maintenance Changes

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