ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday.** Contact the Mayor's Legislative team with questions

Date of Request: **April 21, 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 #1717

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: Gregory.Thress@denvergov.org	Email: Gregory.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 changing the pay grade of Criminal Investigator III and the title of Civil-Criminal Investigator III to Human Services Investigator.

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**

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____ Date Entered: _____

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):

Current Contract Amount (A)	*Additional Funds (B)*	*Total Contract Amount (A+B)*

Current Contract Term	*Added Time*	*New Ending Date*

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?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____ Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1717

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 08, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Criminal Investigator III and the title of Civil-Criminal Investigator III to Human Services Investigator.

The Office of Human Resources Classification and Compensation Division has been working with the District Attorney's conducting an agency-wide pay review. In addition, the District Attorney asked for a pay grade review for the Criminal Investigators. Based on a market review, OHR is proposing a new pay grade for the Criminal Investigator III's to NE-20. In addition, the Civil-Criminal Investigator III classification title is recommended to be adjusted to Human Services Investigator to reflect that this work is only performed within Denver Human Services and this is also what this work is titled in the market. It is also proposed to revise the Criminal Investigator III job title by removing the "III" since the District Attorney does not have lower types and levels of work available; there is only one level of this work.

PROPOSE NEW PAY GRADE/RANGE

Current Classification Title	Current Pay Grade/Range	Proposed Pay Grade/Range
Criminal Investigator III	NE-18 ($31.99 - $40.79 - $49.58)	NE-20 ($35.95 - $45.84 - $55.72)

JOB TITLE CHANGE

Current Job Title	Proposed Job Title
Criminal Investigator III	Criminal Investigator
Civil-Criminal Investigator III	Human Services Investigator

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, April 21, 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, April 21, 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, April 19, 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.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____ Date Entered: _____