

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto: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 #1719

**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 grades of the Eligibility Technician classification series.

**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):

<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?

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

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1719**

**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 grades of the Eligibility Technician classification series.**

The Family and Adult Assistance Division of Denver Human Services has requested that the pay grades for the Eligibility Technician series be increased to align with those of the Child Support Technician Series. Both series have comparable minimum qualifications, required related experience, and both classification series are performing similar types of duties under demanding situations. The classifications are distinguished by the client demographics (Children vs. Adults & Families). Both classifications are governed by city and state regulations and laws, and require knowledge of software systems related to management of the assistance programs being provided. In sum, it is recommended that the two series be aligned.

**PAY GRADE AND RANGE CHANGES**

<b><u>Current Classification Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
Eligibility Technician I	NE-09: \$19.31-\$24.14-\$28.97	NE-10: \$20.47-\$25.59-\$30.71
Eligibility Technician II	NE-10: \$20.47-\$25.59-\$30.71	NE-11: \$21.70-\$27.13-\$32.55
Eligibility Specialist	NE-11: \$21.7-\$27.13-\$32.55	NE-12: \$23.00-\$28.75-\$34.50
Eligibility Technician Lead	NE-11: \$21.7-\$27.13-\$32.55	NE-12: \$23.00-\$28.75-\$34.50

**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 1<sup>st</sup> 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](mailto: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](mailto: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.

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Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_