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 17, 2024**

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 Notice #1837

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: Conor Wildt	Name: Conor Wildt
Email: Conor.Wildt@denvergov.org	Email: Conor.Wildt@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 classification titles and pay grades of Forestry Inspector to Forestry Inspector I, and Forestry Inspector Senior to Forestry Inspector II, and changing the pay grades of Park Horticulturist, Arborist Technician I, and Arborist Technician II.

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 <u>existing</u> term dates and <u>amended</u> 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: _____

Classification Notice No. 1837

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 4, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the classification titles and pay grades of Forestry Inspector to Forestry Inspector I, and Forestry Inspector Senior to Forestry Inspector II, and changing the pay grades of Park Horticulturist, Arborist Technician I, and Arborist Technician II.

Denver Parks and Recreation (DPR) requested a review of five DPR-specific classifications within its Parks and Forestry divisions to restore internal alignment and to ensure market competitiveness due to recent pay grade changes for Utility Worker I and II classifications. These five classifications entail advanced requirements specific to their fields of expertise, which, along with associated higher-level responsibilities, distinguish them from Utility Workers. Based on market data and internal structure, pay grades changes are recommended for the five DPR specific classifications. It is recommended to amend the Forestry Inspector and Forestry Inspector Senior titles to align with OHR's classification titling standards.

TITLE & PAY GRADE CHANGES

Current Classification Title	Current Pay Grade & Range	Proposed Classification Title	Proposed Pay Grade & Range
Forestry Inspector	NE-12 ($24.11-$30.14-$36.17)	Forestry Inspector I	NE-14 ($26.57-$33.88-$41.18)
Forestry Inspector Senior	NE-14 ($26.57-$33.88-$41.18)	Forestry Inspector II	NE-16 ($29.85-$38.06-$46.27)

PAY GRADE CHANGES

Current Classification Title	Current Pay Grade & Range	Proposed Pay Grade & Range
Park Horticulturist	NE-09 ($20.26-$25.32-$30.39)	NE-11 ($22.76-$28.45-$34.14)
Arborist Technician I	NE-10 ($21.47-$26.84-$32.21)	NE-12 ($24.11-$30.14-$36.17)
Arborist Technician II	NE-12 ($24.11-$30.14-$36.17)	NE-14 ($26.57-$33.88-$41.18)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, October 17, 2024, 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.

If anyone wishes to submit written comments to the Board on this proposal, please submit them by no later than **noon (12:00 p.m.) on Monday, October 14, 2024:**

Lori Smith, Executive Office Administrator

Office of Human Resources
(720) 337-6185
lori.smith@denvergov.org

If anyone wishes to be heard by the Board on this proposal, please submit your name and phone number by no later than **noon (12:00 p.m.) on Monday, October 14, 2024** to lori.smith@denvergov.org

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To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____ Date Entered: _____

If you have any questions about this proposal, please submit them in writing to lori.smith@denvergov.org by **noon (12 p.m.) on Wednesday, October 16, 2024.** Please include a contact name and phone number so that we may respond to your question directly.

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: _____