

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto: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 #1838

**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: John Hoffman	Name: John Hoffman
Email: John.Hoffman@denvergov.org	Email: John.Hoffman@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 creating new classifications of Security Officer II and Security Officer Lead, changing the classification title of Security Officer to Security Officer I, and changing the classification title and pay grade of Security Supervisor to Security Officer Supervisor.

**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 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?

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

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

**Classification Notice No. 1838**

**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 creating new classifications of Security Officer II and Security Officer Lead, changing the classification title of Security Officer to Security Officer I, and changing the classification title and pay grade of Security Supervisor to Security Officer Supervisor.**

The Denver Public Library requested the creation of two new security officer classifications and revision of two existing security officer classifications based on recruitment and retention challenges at both its central and branch libraries. These four security officer classifications will be responsible for maintaining the security and safety of library facilities, buildings, citizens, and staff at all library locations throughout the city. Based on market data, the proposed classification titles and pay grades are recommended.

**NEW CLASSIFICATIONS**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
LN3511	Security Officer II	NE-08 (\$19.11 - \$23.89 - \$28.67)
LN3512	Security Officer Lead	NE-11 (\$22.76 - \$28.45 - \$34.14)

**TITLE CHANGE**

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade &amp; Range</u>
Security Officer	Security Officer I	NE-07 (\$18.29-\$22.86-\$27.44)

**TITLE & PAY GRADE CHANGE**

<u>Current Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
Security Supervisor	NE-09 (\$20.26-\$25.32-\$30.39)	Security Officer Supervisor	NE-13 (\$25.57-\$31.96- \$38.36)

**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 1<sup>st</sup> 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

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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](mailto:lori.smith@denvergov.org)

If you have any questions about this proposal, please submit them in writing to [lori.smith@denvergov.org](mailto: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.

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