

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.

Date of Request: **January 20, 2017**

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 #1533 – Forestry Inspector Series**

3. **Requesting Agency:** Office of Human Resources

4. **Contact Person:** *(with actual knowledge of proposed ordinance)*

- **Name:** Alena Duran
- **Phone:** 720-913-5726
- **Email:** alena.duran@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:** Nicole de Gioia-Keane
- **Phone:** 720-913-5643
- **Email:** Nicole.deGioia-Keane@denvergov.org

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

The proposed change amends the Classification and Pay Plan by changing the title of Arboreal Inspector & Senior Arboreal Inspector to Forestry Inspector & Senior Forestry Inspector. It also changes the title of Arborist to Forestry Supervisor and the pay grade from 809-N to 810-N.

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?)
Please explain.

None known.

8. **Budget Impact**

There is no budget impact.

POSTING IS REQUIRED

Classification Notice No. 1533

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: January 5, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Arboreal Inspector & Senior Arboreal Inspector to Forestry Inspector & Senior Forestry Inspector. It also changes the title of Arborist to Forestry Supervisor and the pay grade from 809-N to 810-N.

The Forestry Division of Parks and Recreation requested that OHR review the above classifications since they had not been reviewed since 2006. The current job descriptions needed to be updated in order to capture all the elements of these jobs. Once updated, these classifications' pay ranges were then reviewed to validate current pay grades. A custom survey was conducted, which was sent to 11 local cities as well as 19 national peer cities. Of the 30 cities surveyed, 13 responses were received, and of those, only one (1) city had a match to our Inspector series and only one (1) city had a match to our Supervisor role.

All three job descriptions have been updated, and titling has been changed to align with how these jobs are typically titled in the marketplace. Additionally, the Supervisor classification is currently called Arborist which caused confusion since a different class series already exists within Forestry called Arborist Technicians. Therefore, it is recommended to change this class title to Forestry Supervisor and to also change the class titles of Arboreal Inspector and Senior Arboreal Inspector to Forestry Inspector and Senior Forestry Inspector.

TITLE CHANGE ONLY

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
Arboreal Inspector	Forestry Inspector	619-N (\$46,598/\$57,316/\$68,033)
Senior Arboreal Inspector	Senior Forestry Inspector	621-N (\$50,935/\$62,650/\$74,365)

TITLE & PAY GRADE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Arborist	Forestry Supervisor

<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
809-N (\$52,071/\$67,693/\$83,314)	810-N (\$55,664/\$72,363/\$89,062)

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 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.”

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 January 19, 2017 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Nicole de Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Wednesday, January 18, 2017**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, January 17, 2017**.