

## 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

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**Date of Request: June 18, 2020**

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 #1653

**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: Alena Duran	Name: Alena Duran
Email: <a href="mailto:Alena.Duran@denvergov.org">Alena.Duran@denvergov.org</a>	Email: <a href="mailto:Alena.Duran@denvergov.org">Alena.Duran@denvergov.org</a>

**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 title and pay grade of the City Inspector 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

**Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):**

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

Resolution/Bill Number: BR20 0611

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

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?

**POSTING IS REQUIRED**

**Classification Notice No. 1653**

**To:** Agency Heads and Employees

**From:** Karen Niparko, Executive Director of the Office of Human Resources

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

Resolution/Bill Number: BR20 0611

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

**Date:** June 05, 2020  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title and pay grade of the City Inspector classification series.**

OHR conducted a citywide study on the City Inspector classification series which is used across various departments throughout the city. Job Analysis Questionnaires were completed by employees and OHR also conducted field work. Employees in these positions perform inspection work on various projects while ensuring compliance with City standards and ordinances and investigate citizen complaints regarding violations.

It is recommended to change the titles of the City Inspector, Associate City Inspector and Senior City Inspector to City Inspector I, II and III to follow the city's standard naming convention. OHR is also recommending changing the title of the Chief Inspector to City Inspector Supervisor to better define that the classification is a supervisory position. Lastly, it is recommended to increase the series by one pay grade.

#### TITLE & PAY GRADE CHANGES

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Current Pay Grade &amp; Range</u>
CN1856	City Inspector	N-615 (\$19.32 - \$23.77 - \$28.21)
CN1825	Associate City Inspector	N-617 (\$21.12 - \$25.98 - \$30.84)
CN2026	Senior City Inspector	N-619 (\$23.08 - \$28.39 - \$33.70)
CN1855	Chief Inspector	N-809 (\$53,694 - \$69,802 - \$85,910)

<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
City Inspector I	N-616 (\$20.20 - \$24.85 - \$29.49)
City Inspector II	N-618 (\$22.08 - \$27.16 - \$32.24)
City Inspector III	N-620 (\$24.13 - \$29.68 - \$35.23)
City Inspector Supervisor	N-810 (\$57,399 - \$74,619 - \$91,838)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

#### Public Notice of Changes

The scheduled time for the public hearing is **Thursday, June 18, 2020 at 9:00 AM.** The public hearing starts at 9:00 AM and will be conducted through a provided conference call number and available digital link through public notice of the agenda, released no later than two days prior to the scheduled meeting.

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, June 18, 2020.** 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, June 16, 2020.**

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

Resolution/Bill Number: BR20 0611

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