



Legislation Text

File #: 22-1358, Version: 1

**OHR/CSA Request Template**

**Submitted By: Alex Marvin**

**Date Submitted: 10-31-2022**

**Requesting Agency: Office of Human Resources  
Division:**

**Subject Matter Expert Name: Blair Malloy  
Email Address: Blair.Malloy@denvergov.org  
Phone Number:**

**Item Title & Description:**

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**A bill for an ordinance amending the classification and pay plan for employees in the Career Service and for certain employees not in the Career Service.**

Amends the classification and pay plan by changing the pay grade and range for City Council Aide and City Council Aide Senior. The Committee approved filing this item at its meeting on 11-1-2022.

**Affected Council District(s) or citywide? Citywide**

**Executive Summary with Rationale and Impact:**

*Detailed description of the item and why we are doing it. This can be a separate attachment.*

**POSTING IS REQUIRED**

**Classification Notice No. 1744**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 7, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade and range for City Council Aide and City Council Aide Senior.**

Denver City Council requested that the Office of Human Resources conduct a study to review the pay grades of the City Council Aide classification series to ensure competitive pay ranges. As a result, it is recommended to raise the pay grades for the City Council Aide and City Council Aide Senior classifications by one grade.

**PAY GRADE CHANGES**

<u>Classification Title</u>	<u>Current Pay Grade/Range</u>	<u>Proposed Pay Grade/Range</u>
City Council Aide	EX-06 (\$49,605-65,727-81,848)	EX-07 (\$53,574-70,985-88,397)
City Council Aide Senior	EX-09 (\$62,488-82,797-103,105)	EX-10 (\$67,488-89,421-111,355)

**Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, October 20, 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) [<mailto:compensation@denvergov.org>](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 20, 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 Frances Trujillo [frances.trujillo@denvergov.org](mailto:frances.trujillo@denvergov.org) [<mailto:frances.trujillo@denvergov.org>](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, October 18, 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.

**Type (choose one: Classification; Pay; Benefits; Rule Change; Other):**

**Classification and pay**

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**