



## Legislation Text

File #: 18-0144, Version: 1

### OHR/CSA Request Template

**Date Submitted:** 02-06-18

**Requesting Agency:** Human Resources  
**Division:**

- **Name:** Nicole de Gioia-Keane
- **Phone:** 720-913-5643
- **Email:** Nicole.deGioia-Keane@denvergov.org

**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.**

Adds Application Support Administrator Associate at pay grade A-809 and Application Support Administrator Senior at pay grade A-811 to the Classification and Pay. The Committee approved filing this bill by consent on 2-13-18.

**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.*

**Classification Notice No. 1556**

To: Agency Heads and Employees

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

Date: January 18, 2018

Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating two new classifications called Application Support Administrator Associate at pay grade A-809, and Application Support Administrator Senior at pay grade A-811.**

Recently, the Classification and Compensation Division of the Office of Human Resources received an Individual Position Audit from the City Attorney's Office to audit an employee from

Management Analyst II to Management Analyst III. This individual is a superuser for the agency's Justware software application, which is the Prosecution and Code Enforcement's case management system that is used to store evidence, notes and other information related to cases and people. Based on the findings of this audit, the Management Analyst III or any other job classification within the city did not provide an appropriate match to her position's duties. After consulting with Technology Services, it was determined that this proposed classification series would provide a citywide benefit where other employees in the city whose primary responsibilities involve supporting off-the-shelf software. These responsibilities include, but are not limited to installing, configuring, testing, monitoring and troubleshooting, as well as application security process, user setup, overseeing installation and/or upgrade of software application. This proposal will provide for an intermediate level and a senior level, Application Support Administrator Associate and Application Support Administrator Senior.

## NEW CLASS

### Proposed Title Proposed Pay Grade

Application Support Administrator Associate A-809 (\$57,182-\$74,337-\$91,491)

Application Support Administrator Senior A-811 (\$65,346-\$84,950-\$104,554)

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 Executive Director of the Office of Human Resources 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, February 1, 2018 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Wednesday, January 31, 2018**. 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, January 30, 2018**. BR18 0144

NEW CLASSIFICATION AND PAY PLAN January 18, 2018

<b>NEW</b>	CA3064	A-809	Classification Title:	Application
<b>CLASSIFICATION</b>				Support
<b>NS</b>	Job Code:			Administrator
	Pay Grade:			Associate
	Pay Range:	\$57,182 - \$74,337	Management Level	10 -
				None/Incidental
	\$91,491		Medical Group:	Sedentary Light
FLSA:	Exempt	EEO Code:		2 - Professional

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

### Fiscal Impact:

There is an annual budget impact of \$12,768.

**Contract Amount (if applicable):**

**Draft Bill Attached?**