



## Legislation Text

File #: 19-0743, Version: 1

### OHR/CSA Request Template

**Date Submitted:** 7-19-19

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

**Subject Matter Expert Name:**

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#### 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 creating a new classification series for the Document Management Technicians and abolishes the current Document Management Technician classification. The Committee approved filing this bill by consent on 7-30-19.

**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.*

The proposed change amends the Classification and Pay Plan by creating a new classification series for the Document Management Technicians and replaces the existing classification. The current Document Management Technician (CC2926) classification will be abolished.

Denver Human Services (DHS) uses the Document Management Technician (DMT) classification generically to support content management activities with the organization. Since 2015, employees in this classification have formed into different teams with varying responsibilities. The need was identified to create a series for this classification that recognizes the distinct work done by different teams. The proposed DMT series establishes a career ladder that includes

Administrative Support Assistant (ASA) classifications reallocating to the more complex level of work being performed by the DMT classifications. The proposed series anchors the DMT classifications to the ASA series to ensure that the career ladder remains intact when the ASA series will see a one (1) pay grade adjustment on 1/1/20 due to the annual CCD Pay Survey recommendations that was approved in 2019. The DMT Technician Supervisor will not see a one (1) pay grade adjustment on 1/1/20.

**NEW CLASSIFICATION(S)**

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CC3143	Document Management Technician I	C-612 (\$17.61-\$21.66-\$25.71)
CC3144	Document Management Technician II	C-613 (\$18.41-\$22.65-\$26.88)
CC3145	Document Management Technician Lead	C-614 (\$19.25-\$23.68-\$28.11) CC3146
	Document Management Technician Supv	C-618 (\$23.01-\$28.30-\$33.59)

**CLASSIFICATION ABOLISHMENT(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>
CC2926 (\$17.61-\$21.66-\$25.71)	Document Management Technician	C-612

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."

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

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**