



## Legislation Text

File #: 19-0861, Version: 1

### OHR/CSA Request Template

**Date Submitted:** 8-16-19

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

**Subject Matter Expert Name:** John Hoffman  
**Email Address:** john.hoffman@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.**

Amends the Classification and Pay Plan by creating a new classification series for the Department of Finance - Assessment Division and abolishing the current associated classifications. The Committee approved filing this bill by consent on 8-27-19.

**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.*

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

**Date:** August 2, 2019

**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification series for the Department of Finance - Assessment Division. The current associated classifications will be abolished.**

The Department of Finance - Assessment Division requested a study of its property transfer, geographic information systems, and personal property appraisal classifications since these classifications have not been reviewed in over 10 years.

The Office of Human Resources worked with the Assessment Division to design and develop new classification series to better align with the duties and responsibilities being performed within these respective work groups. The following classifications are being proposed:

<b>Assessment Information Series</b>	<b>Assessment GIS Series</b>	<b>Personal</b>
<b>Property Appraiser Series</b>		
Assessment Information Technician I	Assessment GIS Technician I	Personal Property Appraiser I
Assessment Information Technician II	Assessment GIS Technician II	Personal Property Appraiser II
Assessment Information Supervisor	Assessment GIS Supervisor	Personal Property Appraiser III
Personal Supervisor	Property	Appraiser

### NEW CLASSIFICATION(S)

<b>Job Code</b>	<b>Proposed Class Title</b>	<b>Proposed Pay Grade &amp; Range</b>
CV3167	Assessment Information Technician I	V-613 (\$18.47-\$22.72-\$26.97)
CV3168	Assessment Information Technician II	V-615 (\$20.19-\$24.84-\$29.48)
CV3169 (\$102,544)	Assessment Information Supervisor	V-811 (\$64,090-\$83,317-\$102,544)
CV3170	Assessment GIS Technician I	V-616 (\$21.11-\$25.97-\$30.82)
CV3171	Assessment GIS Technician II	V-618 (\$23.07-\$28.38-\$33.68)
CV3172 (\$102,544)	Assessment GIS Supervisor	V-811 (\$64,090-\$83,317-\$102,544)
CV3173	Personal Property Appraiser I	V-614 (\$19.31-\$23.75-\$28.19)
CV3174	Personal Property Appraiser II	V-616 (\$21.11-\$25.97-\$30.82)
CV3175	Personal Property Appraiser III	V-618 (\$23.07-\$28.38-\$33.68)
CV3176 (-\$102,544)	Personal Property Appraiser Supervisor	V-811 (\$64,090-\$83,317-\$102,544)

### CLASSIFICATION ABOLISHMENT(S)

<b>Job Code</b>	<b>Current Class Title</b>	<b>Pay Grade &amp; Range</b>
CV2360 (\$26.97)	Assessment Information Technician	V-613 (\$18.47-\$22.72-\$26.97)
CV2730 (\$25.80)	Personal Property Analyst I	V-612 (\$17.67-\$21.74-\$25.80)
CV1991 (\$28.19)	Personal Property Analyst II	V-614 (\$19.31-\$23.75-\$28.19)
CV2731 (25.97-\$30.82)	Personal Property Analyst III	V-616 (\$21.11-\$25.97-\$30.82)

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, August 15, 2019 at 9:00 AM** in the Webb Municipal Building, 4<sup>th</sup> floor, Room 4.G.2, located at 201 West Colfax Avenue, Denver, CO 80202.

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

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**