

EXECUTIVE ORDER NO. 17

TO: All Departments and Agencies under the Mayor
FROM: John W. Hickenlooper, Mayor
DATE: January 19, 2010
SUBJECT: Administration of Positions Appointed by the Mayor

Purpose: This Executive Order establishes the administrative policy for processing appointments, pay changes, and separations for the following mayoral appointee positions:

- a. Fifty employees appointed to serve at the pleasure of the Mayor,
- b. Manager of the Department of Public Works,
- c. Manager of the Department of Parks and Recreation,
- d. Manager of the Department of Safety,
- e. Manager of the Department of Environmental Health,
- f. Manager of the Department of Human Services,
- g. Manager of the Department of Aviation,
- h. Manager of the Department of Finance,
- i. Manager of the Department of General Services,
- j. Manager of the Department of Community Planning and Development,
- k. City Attorney,
- l. Director of Excise and License,
- m. Independent Monitor,
- n. County Judges,
- o. Police Chief,
- p. Fire Chief, and
- q. Undersheriff

Compensation and benefits for mayoral appointee positions shall be in accordance with the Denver Revised Municipal Code as it relates to each specific mayoral appointed position.

Former Executive Order 17, "Exemption of Administrative Positions from Career Service," dated December 20, 1983 and former Executive Order 17A, "Procedure for Creation or Abolishment of an Exempt Position" dated December 20, 1983, are hereby cancelled and superseded by this Executive Order No. 17, Administration of Positions Appointed by the Mayor dated January 19, 2010.

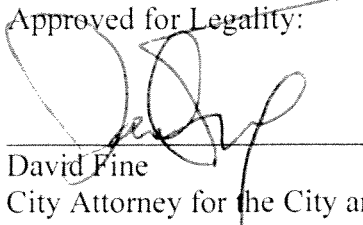
- 1.0 **Applicable Authority:** The Charter and Revised Municipal Code of the City and County of Denver grant the Mayor the authority to make appointments for specified positions.
- 2.0 **Procedures:** These procedures outline the process to enter, maintain, and remove mayoral appointees in the city's human resource information system (HRIS) to ensure appropriate compensation as provided in the Denver Revised Municipal Code. When the

Mayor appoints, retains or removes a mayoral appointee, the Mayor or the Mayor's designee shall notify the Department of Finance, Budget and Management Office (BMO).

BMO will work with Career Service Authority to implement the change(s) in HRIS. BMO shall be responsible for the administrative management of mayoral appointee positions to ensure available budget and provide technical processing guidance. BMO will prepare all related paper work including personnel actions and communicate with all appropriate parties.


- 3.0 **Memorandum attachments.** The procedures for implementing this Executive Order may be defined by memorandum attachments to the Executive Order, which shall become a part of the Executive Order. Further, the Career Service Authority or any successor Department/Agency which is responsible for the contents of this Executive Order shall have the authority to issue procedural memorandum attachments relative to this Executive Order. Any such memorandum attachment shall be subject to the approval of the Mayor's Executive Order Committee

Approved for Legality:




David Fine
City Attorney for the City and County
of Denver


Approved:




John W. Hickenlooper
Mayor




Kim Day
Manager of Aviation




Nancy Severson
Manager of Environmental Health



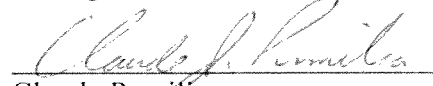
Derek Brown
Manager of General Services




Kevin Patterson
Manager of Parks & Recreation




"Guillermo" Bill Vidal
Manager of Public Works




Claude Pumilia
Manager of Finance



Alvin J. LaCabe, Jr.
Manager of Safety



Patricia Wilson Pheanious
Manager of Human Services



Peter Park
Manager of Community Planning &
Development

