To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: March 16, 2010
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Branch Manager from 807-A to 808-A.

During an Audit Review Meeting, the Classification Team discussed the Branch Manager class and recommended that it be compensated at the same pay grade as the Operational Supervisor I class. Both classes supervise similar classifications and perform a variety of operational functions. The distinguishing difference of the two classes is that the Branch Manager is also responsible for building maintenance, snow and trash removal, janitorial services, and security.

### PAY GRADE CHANGE ONLY

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Classification Title</th>
<th>Current Pay Grade&amp; Range</th>
<th>Proposed Pay Grade &amp; Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA0910</td>
<td>Branch Manager</td>
<td>807-A ($45,874 - $73,181)</td>
<td>808-A ($49,038 - $78,235)</td>
</tr>
</tbody>
</table>

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director 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 April 1, 2010 at 5:30 p.m. in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on Monday March 29, 2010. 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 Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on Tuesday March 30, 2010.