Classification Notice No. 1526

To: Agency Heads and Employees

From: Karen Niparko, Executive Director of Human Resources

Date: July 21, 2016

Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing multiple pay grades and titles as a result of the Fair Labor Standards Act’s exemption salary threshold. The Office of Human Resources is also abolishing classes and pay grades.

The Department of Labor (DOL) revised the Fair Labor Standards Act’s (FLSA) exemption salary threshold, which requires the City to examine current exempt classifications and make recommendations to either change their designation to non-exempt or increase the range of pay for selected classifications in order to comply with the new regulation and maintain their exemption designation.

As a result of this study, 66 exempt pay grades and 10 exempt classifications will be abolished, 23 exempt classifications will be reallocated to non-exempt pay grades, and 15 exempt classifications will have their pay grades increased in order to maintain their exemption designation. This study impacted 24 agencies, departments, and independent organizations and 652 employees.

Employees in any of the classifications that are being abolished will be reallocated to new or other existing classifications.

### Pay Grade Changes

<table>
<thead>
<tr>
<th>Current Title</th>
<th>Current Grade</th>
<th>Proposed Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Golf Professional</td>
<td>803-A ($36,943-$59,109)</td>
<td>614-A ($39,494-$57,661)</td>
</tr>
<tr>
<td>Human Services Supervisor</td>
<td>803-A ($36,943-$59,109)</td>
<td>614-A ($39,494-$57,661)</td>
</tr>
<tr>
<td>Special Education Teaching Assistant Supv</td>
<td>804-A ($39,492-$63,187)</td>
<td>615-A ($41,291-$60,285)</td>
</tr>
<tr>
<td>Staff Assistant</td>
<td>805-A ($42,217-$67,547)</td>
<td>617-A ($45,134-$65,896)</td>
</tr>
<tr>
<td>Business Development Associate II</td>
<td>806-A ($45,130-$72,208)</td>
<td>618-A ($47,188-$68,894)</td>
</tr>
<tr>
<td>Community Development Associate</td>
<td>806-A ($45,130-$72,208)</td>
<td>618-A ($47,188-$68,894)</td>
</tr>
<tr>
<td>Contract Compliance Coordinator</td>
<td>806-A ($45,130-$72,208)</td>
<td>618-A ($47,188-$68,894)</td>
</tr>
<tr>
<td>Program Coordinator</td>
<td>806-A ($45,130-$72,208)</td>
<td>618-A ($47,188-$68,894)</td>
</tr>
<tr>
<td>Motor Vehicle Supervisor</td>
<td>806-C ($42,247-$67,595)</td>
<td>618-C ($44,176-$64,497)</td>
</tr>
<tr>
<td>Supervisor of Administrative Support I</td>
<td>806-C ($42,247-$67,595)</td>
<td>618-C ($44,176-$64,497)</td>
</tr>
<tr>
<td>Aviation Customer Service Supervisor</td>
<td>807-C ($45,162-$72,259)</td>
<td>619-C ($46,186-$67,432)</td>
</tr>
<tr>
<td>Custodial Services Supervisor</td>
<td>803-J ($34,413-$55,061)</td>
<td>614-J ($36,790-$53,713)</td>
</tr>
<tr>
<td>Building and Grounds Supervisor</td>
<td>804-J ($36,787-$58,859)</td>
<td>615-J ($38,464-$56,157)</td>
</tr>
<tr>
<td>Central Supply Supervisor</td>
<td>804-J ($36,787-$58,859)</td>
<td>615-J ($38,464-$56,157)</td>
</tr>
<tr>
<td>Food Production Supervisor</td>
<td>805-J ($39,325-$62,920)</td>
<td>617-J ($42,044-$61,384)</td>
</tr>
<tr>
<td>Hospital Housekeeping Manager</td>
<td>805-J ($39,325-$62,920)</td>
<td>617-J ($42,044-$61,384)</td>
</tr>
<tr>
<td>Stockroom Supervisor</td>
<td>807-J ($44,939-$71,902)</td>
<td>620-J ($48,048-$70,150)</td>
</tr>
<tr>
<td>Security Supervisor</td>
<td>803-N ($34,892-$55,827)</td>
<td>614-N ($37,303-$54,462)</td>
</tr>
<tr>
<td>Underground Utility Investigator Supervisor</td>
<td>806-N ($42,625-$68,200)</td>
<td>618-N ($44,570-$65,072)</td>
</tr>
<tr>
<td>Animal Control Investigator Supervisor</td>
<td>807-N ($45,566-$72,906)</td>
<td>620-N ($48,718-$71,128)</td>
</tr>
<tr>
<td>Landside Services Supervisor</td>
<td>807-N ($45,566-$72,906)</td>
<td>620-N ($48,718-$71,128)</td>
</tr>
<tr>
<td>Animal Care Supervisor</td>
<td>801-O ($35,243-$56,389)</td>
<td>611-O ($37,676-$55,007)</td>
</tr>
<tr>
<td>Graphics Designer</td>
<td>805-A ($42,217-$67,547)</td>
<td>807-A ($48,244-$77,190)</td>
</tr>
<tr>
<td>Therapist – Master’s Level</td>
<td>805-A ($42,217-$67,547)</td>
<td>807-A ($48,244-$77,190)</td>
</tr>
<tr>
<td>Zoo Area Supervisor</td>
<td>806-A ($45,130-$72,208)</td>
<td>807-A ($48,244-$77,190)</td>
</tr>
<tr>
<td>Senior Clinical Social Worker</td>
<td>805-O ($46,025-$73,640)</td>
<td>806-O ($49,201-$78,722)</td>
</tr>
<tr>
<td>Social Case Worker</td>
<td>805-A ($42,217-$67,547)</td>
<td>807-A ($48,244-$77,190)</td>
</tr>
<tr>
<td>Senior Social Case Worker</td>
<td>806-A ($45,130-$72,208)</td>
<td>808-A ($51,573-$82,517)</td>
</tr>
<tr>
<td>Lead Social Case Worker</td>
<td>807-A ($48,244-$77,190)</td>
<td>809-A ($55,132-$88,211)</td>
</tr>
<tr>
<td>Social Case Worker Supervisor</td>
<td>810-A ($58,936-$94,298)</td>
<td>811-A ($63,003-$100,805)</td>
</tr>
<tr>
<td>Catalog Librarian</td>
<td>805-A ($42,217-$67,547)</td>
<td>807-A ($48,244-$77,190)</td>
</tr>
</tbody>
</table>
Collection Specialist 807-A ($48,244-$77,190) 808-A ($51,573-$82,517)
Senior Catalog Librarian 807-A ($48,244-$77,190) 809-A ($55,132-$88,211)
Special Collection Librarian 807-A ($48,244-$77,190) 808-A ($51,573-$82,517)

Revised Class Specifications Including Title & Pay Grade Changes

<table>
<thead>
<tr>
<th>Current Title</th>
<th>Proposed Title</th>
<th>Current Pay Grade</th>
<th>Proposed Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Librarian</td>
<td>Librarian</td>
<td>805-A ($42,217-$67,547)</td>
<td>807-A ($48,244-$77,190)</td>
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<tr>
<td>Outreach Specialist</td>
<td>Library Outreach Specialist</td>
<td>807-A ($48,244-$77,190)</td>
<td>808-A ($51,573-$82,517)</td>
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<tr>
<td>Senior Branch Librarian</td>
<td>Senior Librarian</td>
<td>807-A ($48,244-$77,190)</td>
<td>809-A ($55,132-$88,211)</td>
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</tbody>
</table>

Classifications to Abolish

<table>
<thead>
<tr>
<th>Current Title</th>
<th>Current Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>804-A ($39,492-$63,187)</td>
</tr>
<tr>
<td>Executive Secretary to the Mayor</td>
<td>805-A ($42,217-$67,547)</td>
</tr>
<tr>
<td>Selection Librarian</td>
<td>805-A ($42,217-$67,547)</td>
</tr>
<tr>
<td>Reference Librarian</td>
<td>805-A ($42,217-$67,547)</td>
</tr>
<tr>
<td>Systems Librarian</td>
<td>806-A ($45,130-$72,208)</td>
</tr>
<tr>
<td>Outreach Librarian</td>
<td>806-A ($45,130-$72,208)</td>
</tr>
<tr>
<td>Senior Reference Librarian</td>
<td>807-A ($48,244-$77,190)</td>
</tr>
<tr>
<td>Staff Assistant (Hourly)</td>
<td>805-A ($42,217-$67,547)</td>
</tr>
<tr>
<td>Program Coordinator (Hourly)</td>
<td>806-A ($45,130-$72,208)</td>
</tr>
<tr>
<td>Business Development Associate II (Hourly)</td>
<td>806-A ($45,130-$72,208)</td>
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Pay Grades to Abolish

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<tr>
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<tbody>
<tr>
<td>800-A through 806-A</td>
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<tr>
<td>800-L through 806-L</td>
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<tr>
<td>800-C through 807-C</td>
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<td>800-N through 807-N</td>
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<tr>
<td>800-E through 807-E</td>
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<tr>
<td>800-O through 805-O</td>
</tr>
<tr>
<td>800-I through 807-I</td>
</tr>
<tr>
<td>800-V through 805-V</td>
</tr>
<tr>
<td>800-J through 807-J</td>
</tr>
</tbody>
</table>

Current & Proposed Exemption Status

<table>
<thead>
<tr>
<th>Classification</th>
<th>Current FLSA Designation</th>
<th>Proposed FLSA Designation</th>
</tr>
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<tbody>
<tr>
<td>Assistant Golf Professional</td>
<td>Exempt</td>
<td>Non-Exempt</td>
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<tr>
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<tr>
<td>Special Collection Librarian</td>
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</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 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 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 August 4, 2016 at 5:00 p.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Coffax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Thursday, August 4, 2016.** 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, August 2, 2016.**