

POSTING IS REQUIRED

Classification Notice No. 1284

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: December 18, 2008
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Accounting Assistant I (612-V), Accounting Assistant II (613-V), Assessment Information Technician (612-V), Child Support Assistant (613-C), Licensing Technician (614-C), Medical Only Claims Adjuster (612-A), Motor Vehicle Supervisor (806-C), Motor Vehicle Technician I (613-C), Motor Vehicle Technician II (614-C), Operational Supervisor I (808-V), Tax Technician I (612-V), Tax Technician II (613-V) and Wastewater Data Technician (612-V). We are also changing the pay grades of Administrative Support Assistant IV from 612-C to 613-C, Administrative Support Assistant V from 613-C to 614-C, Supervisor of Administrative Support I from 805-C to 806-C and Supervisor of Administrative Support II from 807-C to 808-C.

CSA has completed the Administrative Support Assistant IV (ASA IV) Maintenance Study. The goal of the study was to revise and update the ASA IV class specification, evaluate the pay level, and determine if some positions should be pulled out of the ASA IV class and placed in new or existing classes.

In creating the aforementioned classes, the Administrative Support Assistant V, Supervisor of Administrative Support I, and Supervisory of Administrative Support II classes need to have their pay grades reevaluated. Additionally, the Operational Supervisor I class will be created for the Fiscal Occupational Group. The Operational Supervisor I class is already in the Professional Occupational Group.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CV2358	Accounting Assistant I	612-V (\$33,597 - \$49,038)
CV2359	Accounting Assistant II	613-V (\$35,124 - \$51,268)
CV2360	Assessment Information Technician	612-V (\$33,597 - \$49,038)
CC2354	Child Support Assistant	613-C (\$33,015 - \$48,225)
CC2353	Licensing Technician	614-C (\$34,518 - \$50,431)
CA2362	Medical Only Claims Adjuster	612-A (\$34,348 - \$50,140)
CC2351	Motor Vehicle Supervisor	806-C (\$39,463 - \$63,000)
CC2349	Motor Vehicle Technician I	613-C (\$33,015 - \$48,225)
CC2350	Motor Vehicle Technician II	614-C (\$34,518 - \$50,431)
CV2357	Operational Supervisor I	808-V (\$47,959 - \$76,514)
CV2355	Tax Technician I	612-V (\$33,597 - \$49,038)
CV2356	Tax Technician II	613-V (\$35,124 - \$51,268)
CV2361	Wastewater Data Technician	612-V (\$33,597 - \$49,038)

**REVISED CLASS SPECIFICATIONS INCLUDING
PAY GRADE CHANGES**

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Administrative Support Assistant IV	612-C (\$31,573 - \$46,117)	613-C (\$33,015 - \$48,225)
Administrative Support Assistant V	613-C (\$33,015 - \$48,225)	614-C (\$34,518 - \$50,431)
Supervisor of Administrative Support I	805-C (\$36,905 - \$58,940)	806-C (\$39,463 - \$63,000)
Supervisor of Administrative Support II	807-C (\$42,190 - \$67,351)	808-C (\$45,099 - \$72,005)

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, January 15, 2009 at 9:15 a.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 **Friday, January 2, 2009**. 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, January 13, 2009**.