

POSTING IS REQUIRED

Classification Notice No. 1289

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: December 30, 2008
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Outreach Case Coordinator and Outreach Case Coordinator Supervisor.

These classes were created as a result of a study done on positions currently classified as Case Management Coordinator (pay grade 616-H) and Case Management Supervisor (807-H) in the Denver Department of Human Services' Homeless Programs unit. Another, separate study was conducted on DHS Eligibility Technician and Supervisory classes in October 2008, which resulted in the creation of five new classes. Those new classes are Case Management Coordinator I, II and III, and Case Management Supervisor I and II. A determination was made that the Case Management Coordinator incumbents in the Homeless Programs should be studied separately, as they were not classified as Eligibility Technicians and their duties are of a unique nature and specific to homeless or vulnerable clientele. A focus group was convened; site visits to incumbents were made and all-staff meetings were attended to conduct the job analysis. The Outreach Case Coordinator class was written to include positions that work primarily off-site to provide "triage" to homeless individuals or those vulnerable, positions that focus on on-going management of homeless or vulnerable clients, and also positions that work exclusively with homeless Veterans helping them gain employment. The Outreach Case Coordinator Supervisor class was written to include positions that will supervise the Outreach Case Coordinator. Upon approval of these two new classes, the classes of Case Management Coordinator and Case Management Coordinator Supervisor will be abolished.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CH2376	Outreach Case Coordinator	617-H (\$36,142 - \$52,783)
CH2377	Outreach Case Coordinator Supervisor	808-H (\$41,305 - \$65,945)

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 **Tuesday, January 13, 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**.