

POSTING IS REQUIRED

Classification Notice No. 1291

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: February 3, 2009
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Internet Site Administrator to Webmaster.

The Internet Site Administrator specification was revised and updated. During this process, it was determined that a title change was needed. The new title, Webmaster, is more descriptive of the duties and responsibilities of the classification. In addition, the title Webmaster aligns better with external benchmarks in the market place.

**REVISED CLASS SPECIFICATION INCLUDING
TITLE CHANGE**

<u>Job Code</u>	<u>Present Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
CI0349	Internet Site Administrator	Webmaster	811-I (\$59,618 - \$95,130)

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, February 19, 2009 at 5:45 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 **Tuesday, February 17, 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, February 17, 2009**.