

POSTING IS REQUIRED

Classification Notice No. 1293

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: February 4, 2009
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by abolishing Analyst Specialist, Bibliographic Technician Supervisor, Bookmobile Circulation Clerk, Business Analyst, Case Management Coordinator, Case Management Coordinator Supervisor, Food Service Lead Technician, Operations Support Coordinator, Public Service Work Program Technician, Respiratory Equipment Technician and Vehicle Impound Investigator.

These are currently vacant classes with no positions assigned to them. The departments for which these classes were previously used do not anticipate needing or using these classes in the future.

ABOLISHMENTS

<u>Classification Title</u>	<u>Pay Grade</u>
Analyst Specialist	810-A
Bibliographic Technician Supervisor	804-C
Bookmobile Circulation Clerk	608-C
Business Analyst	808-A
Case Management Coordinator	616-H
Case Management Coordinator Supervisor	807-H
Food Service Lead Technician	605-S
Operations Support Coordinator	805-C
Public Service Work Program Technician	612-C
Respiratory Equipment Technician	607-S
Vehicle Impound Investigator	614-N

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**.