

POSTING IS REQUIRED

Classification Notice No. 1323

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: March 16, 2010
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Branch Manager from 807-A to 808-A.

During an Audit Review Meeting, the Classification Team discussed the Branch Manager class and recommended that it be compensated at the same pay grade as the Operational Supervisor I class. Both classes supervise similar classifications and perform a variety of operational functions. The distinguishing difference of the two classes is that the Branch Manager is also responsible for building maintenance, snow and trash removal, janitorial services, and security.

PAY GRADE CHANGE ONLY

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CA0910	Branch Manager	807-A (\$45,874 - \$73,181)	808-A (\$49,038 - \$78,235)

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 April 1, 2010 at 5:30 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 **Monday March 29, 2010**. 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 March 30, 2010**.