

**POSTING IS REQUIRED**

**Classification Notice No. 1333**

To: Agency Heads and Employees  
From: Jeff Dolan, Career Service Executive Personnel Director  
Date: November 2, 2010  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by deleting Budget and Management Supervisor (812-V), Computer Operations Supervisor (619-I), Elevator Inspector (621-T), Hearings Reporter (619-L), Public Art Coordinator (805-G), Secretarial Assistant to the Mayor's Office (612-C).**

These are classes that need to be abolished. The classes are vacant and other classes have been created to replace the classes. The departments and agencies that used these classes have been notified and approved the abolishment of the classes.

**ABOLISHMENTS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade</u></b>
CV1845	Budget and Management Supervisor	812-V
CI0318	Computer Operations Supervisor	619-I
CT0115	Elevator Inspector	621-T
CL0268	Hearings Reporter	619-L
CG2002	Public Art Coordinator	805-G
CC0294	Secretarial Assistant to the Mayor's Office	612-C

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 November 18, 2010 at 9:00 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](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Tuesday, November 16, 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](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, November 16, 2010**.