

POSTING IS REQUIRED

Classification Notice No. 1345

To: Agency Heads and Employees
From: Christopher M.A. Lujan, Interim Director
Date: July 6, 2011
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Executive (824-I). We are also changing the pay grades of Deputy City Attorney from 821-L to 823-L and Deputy Manager of Parks & Recreation from 814-A to 817-A. Lastly, we are changing the title and pay grade of Director of the Mayor's Office of Economic Development (818-A) to Director of the Denver Office of Economic Development (820-A).

As stated in Section 18-52 of the Denver Revised Municipal Code, "the pay of employees not in the career service shall be fixed in accordance with the classification and pay plan adopted by ordinance." As a result, Career Service Authority conducted a pay survey for key Mayoral Appointee positions. There are two outcomes of this survey: 1) to develop pay range recommendations based on market data and internal relationships to both peers and subordinates, and 2) to develop classification recommendations that will incorporate these Mayoral Appointee positions into the City's Classification and Pay Plan.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
MI2445	Executive	824-I (\$142,022-\$226,608)

PAY GRADE CHANGE

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Current Pay Grade & Range:</u>	<u>Proposed Pay Grade & Range:</u>
ML0030	Deputy City Attorney	821-L (\$112,078-\$178,881)	823-L (\$128,107-\$204,431)
MA0049	Deputy Manager of Parks & Recreation	814-A (\$73,181-\$116,776)	817-A (\$89,409-\$142,677)

PAY GRADE & TITLE CHANGE

<u>Job Code:</u>	<u>Current Classification Title:</u>	<u>Current Pay Grade & Range:</u>
MA0054	Director of the Mayor's Office of Economic Development	818-A (\$95,590-\$152,530)

<u>Proposed Classification Title:</u>	<u>Proposed Pay Grade & Range:</u>
Director of the Denver Office of Economic Development	820-A (\$109,238-\$174,334)

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 July 21, 2011 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, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday July 20, 2011**. 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 July 19, 2011**.