

POSTING IS REQUIRED

Classification Notice No. 1356

To: Agency Heads and Employees
From: Christopher M.A. Lujan, Interim Director
Date: December 28, 2011
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Collections Investigator from 614-N to 616-N.

Career Services Authority (CSA) conducted a review of the Collections Investigator classification, which is currently used by Denver County Court and the Department of Human Services. The purpose of this review was to update the class specification and conduct a pay study to determine the appropriate pay grade for the Collections Investigator.

PAY GRADE ONLY

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CN1859	Collections Investigator	614-N (\$35,124 - \$51,268)	616-N (\$38,396 - \$56,031)

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 January 19, 2012 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, January 11, 2012**. 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, January 17, 2012**.