

POSTING IS REQUIRED

Classification Notice No. 1359

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 1, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing a multiple number of pay grades as a result of an external audit of our Pay Survey conducted in 2011.

Please see the attached document “*Information on Impacted Classifications*” for a list of the Job Codes, Classification Titles, Current Pay Grades, Proposed Pay Grades, and Supervisory Levels for all classifications that are changing pay grades in this classification notice.

CSA Compensation has been working on an initiative to consolidate and eliminate three occupational groups within the City's Classification and Pay Plan. The recommendation to consolidate and eliminate occupational groups derived from an external audit of our Pay Survey conducted in 2011.

The occupational groups that are being consolidated are: (G) Art, Design, Recreation, Media, and Entertainment and (S) General Support Services. Classifications in these occupational groups will be moved into an existing occupational group within the City's Classification and Pay Plan.

The benefits of consolidating and eliminating occupational groups are listed below:

- Consolidation of occupational groups will allow CSA Compensation to better maintain internal equity among classifications typically used within a department/agency.
- The City's Classification and Pay Plan will be better aligned with compensation best practices.
- The annual Pay Survey process will be simplified and streamlined.
- The number of benchmark classifications will increase in the remaining occupational groups, thus strengthening the relationship between the City's classifications and the market.

The recommended effective date of this classification notice is **May 6, 2012**.

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 March 15, 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 **Thursday, March 15, 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, March 13, 2012**.

**CLASSIFICATION NOTICE # - OCCUPATIONAL GROUP CONSOLIDATION - PAY GRADE CHANGE
INFORMATION ON IMPACTED CLASSIFICATIONS**

CURRENT JOB CODE	NEW JOB CODE	CLASSIFICATION TITLE	CURRENT PAY GRADE	PROPOSED PAY GRADE	SUPERVISORY LEVEL
CS2154	CC2468	311 Customer Service Agent	613-S (\$32130-\$46904)	613-C (\$33015-\$48225)	3-None/Incidental
CS2374	CC2469	311 Customer Service Specialist	614-S (\$33597-\$49038)	614-C (\$34518-\$50431)	3-None/Incidental
CS2320	CJ2472	Animal Care Attendant	608-S (\$25719-\$37548)	607-J (\$25878-\$37791)	3-None/Incidental
CS2321	CJ2473	Animal Care Supervisor	610-S (\$28118-\$41050)	609-J (\$28290-\$41298)	6-First Level Supervisor
CG1810	CA2474	Aquatics Coordinator	616-G (\$40370-\$58910)	617-A (\$42917-\$62624)	3-None/Incidental
CG1819	CA2475	Assistant Golf Professional	803-G (\$34544-\$55108)	803-A (\$35124-\$56031)	6-First Level Supervisor
CS1839	CC2482	Aviation Customer Service Agent	613-S (\$32130-\$46904)	613-C (\$33015-\$48225)	3-None/Incidental
CS1840	CC2483	Aviation Customer Service Manager	809-S (\$46904-\$74829)	809-C (\$48225-\$76986)	7-Second Level Supervisor
CS2380	CC2484	Aviation Customer Service Supervisor	807-S (\$41050-\$65472)	807-C (\$42190-\$67351)	6-First Level Supervisor
CS0451	CN2485	Aviation Emergency Dispatcher	616-S (\$36724-\$53595)	615-N (\$36724-\$53595)	3-None/Incidental
CS1559	CA2486	Aviation Operations Representative	616-S (\$36724-\$53595)	613-A (\$35912-\$52419)	3-None/Incidental
CS1560	CA2487	Aviation Operations Representative Supervisor	808-S (\$43887-\$69993)	806-A (\$42917-\$68454)	6-First Level Supervisor
CG2074	CA2490	Booking Coordinator	807-G (\$45124-\$71977)	807-A (\$45874-\$73181)	3-None/Incidental
LG2193	LA2491	Booking Coordinator	807-G (\$45124-\$71977)	807-A (\$45874-\$73181)	3-None/Incidental
CG2274	CA2492	Booking Specialist	809-G (\$51560-\$82264)	809-A (\$52419-\$83640)	3-None/Incidental
CS0453	CJ2495	Central Supply Lead Technician	608-S (\$25719-\$37548)	607-J (\$25878-\$37791)	2-Lead Worker
CS0472	CJ2496	Central Supply Supervisor	802-S (\$29391-\$46904)	801-J (\$28924-\$46159)	6-First Level Supervisor
CS0454	CJ2497	Central Supply Technician	607-S (\$24591-\$35912)	606-J (\$24746-\$36149)	3-None/Incidental
CS1713	CJ2498	Certified Sterile Processing Technician	607-S (\$24591-\$35912)	606-J (\$24746-\$36149)	3-None/Incidental
CG1863	CA2502	Content Developer	807-G (\$45124-\$71977)	807-A (\$45874-\$73181)	3-None/Incidental
LG2106	LA2503	Content Developer	807-G (\$45124-\$71977)	807-A (\$45874-\$73181)	3-None/Incidental
LG2462	LA2504	Content Developer (HOURLY)	807-G (\$45124-\$71977)	807-A (\$45874-\$73181)	3-None/Incidental
CS0457	CJ2505	Cook	606-S (\$23513-\$34348)	605-J (\$23664-\$34571)	3-None/Incidental
CG1079	CC2506	Copy Center Operator	609-G (\$29559-\$43162)	611-C (\$30203-\$44105)	3-None/Incidental
CS0458	CJ2507	Correctional Institution Food Manager	808-S (\$43887-\$69993)	807-J (\$43175-\$68891)	7-Second Level Supervisor
CS1690	CA2508	Court Interpreter	622-S (\$47959-\$69993)	619-A (\$46904-\$68454)	3-None/Incidental
CS2435	CC2509	DHS Customer Service Agent	613-S (\$32130-\$46904)	613-C (\$33015-\$48225)	3-None/Incidental
LG1321	LA2510	Digital Imaging Technician	618-G (\$44137-\$64395)	613-A (\$35912-\$52419)	3-None/Incidental
CS2386	CN2517	Emergency Communications Operator	617-S (\$38396-\$56031)	616-N (\$38396-\$56031)	3-None/Incidental
CG2390	CA2518	Entertainment Production Coordinator	808-G (\$48232-\$76950)	808-A (\$49038-\$78235)	3-None/Incidental
CG1906	CA2519	Events Coordinator	807-G (\$45124-\$71977)	804-A (\$37548-\$59897)	3-None/Incidental
CG1907	CA2520	Exhibition Designer	616-G (\$40370-\$58910)	616-A (\$41050-\$59897)	3-None/Incidental
UG1908	UA2521	Exhibition Designer	616-G (\$40370-\$58910)	616-A (\$41050-\$59897)	3-None/Incidental
CS0468	CJ2524	Food Production Supervisor	803-S (\$31427-\$50140)	802-J (\$30926-\$49343)	6-First Level Supervisor
CS0470	CJ2525	Food Service Worker	603-S (\$20568-\$30058)	602-J (\$20717-\$30242)	3-None/Incidental

**CLASSIFICATION NOTICE #59 - OCCUPATIONAL GROUP CONSOLIDATION - PAY GRADE CHANGE
INFORMATION ON IMPACTED CLASSIFICATIONS**

CURRENT JOB CODE	NEW JOB CODE	CLASSIFICATION TITLE	CURRENT PAY GRADE	PROPOSED PAY GRADE	SUPERVISORY LEVEL
CG1927	CJ2527	Golf Course Operator	616-G (\$40370-\$58910)	617-J (\$40390-\$58943)	6-First Level Supervisor
CG1928	CA2528	Golf Professional	807-G (\$45124-\$71977)	807-A (\$45874-\$73181)	6-First Level Supervisor
CG2369	CC2529	Golf/Pro Shop Assistant	600-G (\$19783-\$28913)	600-C (\$18519-\$27028)	3-None/Incidental
CG1082	CA2530	Graphic Designer	805-G (\$39481-\$62981)	805-A (\$40141-\$64030)	3-None/Incidental
LG1322	LA2531	Graphic Designer	805-G (\$39481-\$62981)	805-A (\$40141-\$64030)	3-None/Incidental
CG2044	CA2532	Graphics Supervisor	807-G (\$45124-\$71977)	807-A (\$45874-\$73181)	6-First Level Supervisor
CG1930	CA2533	Graphics Technician	614-G (\$36933-\$53900)	614-A (\$37548-\$54795)	3-None/Incidental
CS2141	CC2538	Hotline Operator	613-S (\$32130-\$46904)	613-C (\$33015-\$48225)	3-None/Incidental
CS0478	CJ2542	Institution Food Steward	614-S (\$33597-\$49038)	613-J (\$33811-\$49343)	3-None/Incidental
CS0479	CJ2543	Institution Food Steward Supervisor	617-S (\$38396-\$56031)	616-J (\$38636-\$56381)	6-First Level Supervisor
CS1691	CA2544	Interpreter Coordinator	809-S (\$46904-\$74829)	808-A (\$49038-\$78235)	6-First Level Supervisor
CS0482	CJ2545	Laundry Supervisor	609-S (\$26894-\$39257)	608-J (\$27059-\$39507)	6-First Level Supervisor
CS0483	CJ2546	Laundry Worker	604-S (\$21501-\$31427)	603-J (\$21650-\$31623)	3-None/Incidental
CS2155	CC2547	Lead Customer Service Agent	615-S (\$35124-\$51268)	615-C (\$36093-\$52734)	2-Lead Worker
CS2387	CN2548	Lead Emergency Communications Operator	618-S (\$40141-\$58576)	617-N (\$40141-\$58576)	2-Lead Worker
CG2216	CN2550	Lead Park Ranger	620-G (\$48232-\$70391)	621-N (\$47959-\$69993)	2-Lead Worker
CS1724	CA2554	Maintenance Control Supervisor	810-S (\$50140-\$79992)	808-A (\$49038-\$78235)	6-First Level Supervisor
CS1725	CA2555	Maintenance Control Technician	618-S (\$40141-\$58576)	615-A (\$39257-\$57291)	3-None/Incidental
CS1656	CA2556	Maintenance Liaison	618-S (\$40141-\$58576)	615-A (\$39257-\$57291)	3-None/Incidental
LG1959	LA2557	Manager of Publication	809-G (\$51560-\$82264)	809-A (\$52419-\$83640)	4-Manager 1
UG1960	UA2558	Manager of Publication	809-G (\$51560-\$82264)	809-A (\$52419-\$83640)	4-Manager 1
UG1970	UC2563	Museum Collection Assistant	612-G (\$33789-\$49318)	613-C (\$33015-\$48225)	3-None/Incidental
CG1972	CC2564	Museum Curatorial Assistant	610-G (\$30911-\$45123)	611-C (\$30203-\$44105)	3-None/Incidental
UG1973	UC2565	Museum Curatorial Assistant	610-G (\$30911-\$45123)	611-C (\$30203-\$44105)	3-None/Incidental
CS2231	CN2566	National Crime Information Center Agent (NCIC Agent)	616-S (\$36724-\$53595)	615-N (\$36724-\$53595)	3-None/Incidental
CS0490	CN2568	Paramedic Dispatch Supervisor	624-S (\$52419-\$76510)	623-N (\$52419-\$76514)	6-First Level Supervisor
CS0491	CN2569	Paramedic Dispatcher	621-S (\$45874-\$66951)	620-N (\$45874-\$66951)	3-None/Incidental
CG1989	CN2570	Parks and Recreation Ranger	613-G (\$35324-\$51560)	614-N (\$35124-\$51268)	3-None/Incidental
CS0495	CN2574	Police Dispatcher	621-S (\$45874-\$66951)	620-N (\$45874-\$66951)	3-None/Incidental
CS0496	CN2576	Police Lead Dispatcher	622-S (\$47959-\$69993)	621-N (\$47959-\$69993)	2-Lead Worker
CG1995	CA2577	Police Photographic Specialist	616-G (\$40370-\$58910)	615-A (\$39257-\$57291)	3-None/Incidental
CG1085	CC2579	Press Operator	610-G (\$30911-\$45123)	611-C (\$30203-\$44105)	3-None/Incidental
LG1324	LC2580	Press Operator	610-G (\$30911-\$45123)	611-C (\$30203-\$44105)	3-None/Incidental
CG2011	CA2582	Recreation Coordinator	616-G (\$40370-\$58910)	617-A (\$42917-\$62624)	3-None/Incidental
CG2012	CA2583	Recreation Instructor	608-G (\$28278-\$41284)	607-A (\$27500-\$40141)	3-None/Incidental

**CLASSIFICATION NOTICE #1359 - OCCUPATIONAL GROUP CONSOLIDATION - PAY GRADE CHANGE
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CURRENT JOB CODE	NEW JOB CODE	CLASSIFICATION TITLE	CURRENT PAY GRADE	PROPOSED PAY GRADE	SUPERVISORY LEVEL
CG2013	CA2584	Recreation Supervisor	809-G (\$51560-\$82264)	808-A (\$49038-\$78235)	6-First Level Supervisor
TG2014	TA2585	Recreation Trainee	401-G (\$8.11)	401-A (\$7.93)	3-None/Incidental
UG2119	UA2586	Senior Curator	808-G (\$48232-\$76950)	808-A (\$49038-\$78235)	6-First Level Supervisor
UG2031	UA2587	Senior Exhibition Designer	807-G (\$45124-\$71977)	807-A (\$45874-\$73181)	6-First Level Supervisor
CG2039	CA2588	Senior Television and Video Producer	812-G (\$62981-\$100499)	812-A (\$64030-\$102184)	6-First Level Supervisor
CS1692	CA2589	Sign Language Interpreter	622-S (\$47959-\$69993)	619-A (\$46904-\$68454)	3-None/Incidental
CG2047	CA2590	Special Events Coordinator	808-G (\$48232-\$76950)	808-A (\$49038-\$78235)	3-None/Incidental
LG2048	LA2591	Special Events Coordinator	808-G (\$48232-\$76950)	808-A (\$49038-\$78235)	3-None/Incidental
UG2049	UA2592	Special Events Coordinator	808-G (\$48232-\$76950)	808-A (\$49038-\$78235)	3-None/Incidental
CS2056	CT2598	Stock Clerk	610-S (\$28118-\$41050)	611-T (\$28821-\$42081)	3-None/Incidental
ES2058	ET2599	Stock Clerk	610-S (\$28118-\$41050)	611-T (\$28821-\$42081)	3-None/Incidental
LS2059	LT2600	Stock Clerk	610-S (\$28118-\$41050)	611-T (\$28821-\$42081)	3-None/Incidental
US2057	UT2601	Stock Clerk	610-S (\$28118-\$41050)	611-T (\$28821-\$42081)	3-None/Incidental
CS2060	CT2602	Stockkeeper	616-S (\$36724-\$53595)	616-T (\$36021-\$52552)	3-None/Incidental
CS2061	CT2603	Stockroom Manager	809-S (\$46904-\$74829)	809-T (\$46008-\$73387)	7-Second Level Supervisor
CS2062	CT2604	Stockroom Supervisor	808-S (\$43887-\$69993)	808-T (\$43026-\$68660)	6-First Level Supervisor
CG2069	CA2615	Television & Video Director/Editor	810-G (\$55107-\$87944)	810-A (\$56031-\$89409)	3-None/Incidental
CG2165	CA2616	Television & Video Director/Editor (HOURLY)	810-G (\$55107-\$87944)	810-A (\$56031-\$89409)	3-None/Incidental
CG2070	CA2617	Television & Video Producer	810-G (\$55107-\$87944)	810-A (\$56031-\$89409)	3-None/Incidental
CG2166	CA2618	Television & Video Producer (HOURLY)	810-G (\$55107-\$87944)	810-A (\$56031-\$89409)	3-None/Incidental
CG2072	CA2606	Television Programmer	809-G (\$51560-\$82264)	809-A (\$52419-\$83640)	3-None/Incidental
CS2090	CN2620	Vehicle Impound Clerk	613-S (\$32130-\$46904)	612-N (\$32130-\$46904)	3-None/Incidental
CS0508	CJ2622	Washing Machine Operator	606-S (\$23513-\$34348)	605-J (\$23664-\$34571)	3-None/Incidental
CS1705	CJ2623	Zoo Commissary Worker	609-S (\$26894-\$39257)	608-J (\$27059-\$39507)	3-None/Incidental

**CLASSIFICATION NOTICE # - OCCUPATIONAL GROUP CONSOLIDATION - PAY GRADE CHANGE
BASIS FOR PAY GRADE RECOMMENDATIONS**

NEW JOB CODE	CLASS TITLE	BASIS FOR RECOMMENDATION
CC2468	311 Customer Service Agent	Internal Relationship
CC2469	311 Customer Service Specialist	Internal Relationship
CJ2472	Animal Care Attendant	Range Minimum
CJ2473	Animal Care Supervisor	Range Minimum
CA2474	Aquatics Coordinator	Market Data
CA2475	Assistant Golf Professional	Internal Relationship
CC2482	Aviation Customer Service Agent	Internal Relationship
CC2483	Aviation Customer Service Manager	Internal Relationship
CC2484	Aviation Customer Service Supervisor	Internal Relationship
CN2485	Aviation Emergency Dispatcher	Market Data
CA2486	Aviation Operations Representative	Internal Relationship
CA2487	Aviation Operations Representative Supervisor	Internal Relationship
CA2490	Booking Coordinator	Range Minimum
LA2491	Booking Coordinator	Range Minimum
CA2492	Booking Specialist	Range Minimum
CJ2495	Central Supply Lead Technician	Internal Relationship
CJ2496	Central Supply Supervisor	Internal Relationship
CJ2497	Central Supply Technician	Market Data
CJ2498	Certified Sterile Processing Technician	Market Data
CA2502	Content Developer	Internal Relationship
LA2503	Content Developer	Internal Relationship
LA2504	Content Developer (HOURLY)	Internal Relationship
CJ2505	Cook	Market Data
CC2506	Copy Center Operator	Market Data
CJ2507	Correctional Institution Food Manager	Internal Relationship
CA2508	Court Interpreter	Range Minimum
CC2509	DHS Customer Service Agent	Internal Relationship
LA2510	Digital Imaging Technician	Internal Relationship
CN2517	Emergency Communications Operator	Range Minimum
CA2518	Entertainment Production Coordinator	Range Minimum
CA2519	Events Coordinator	Market Data
CA2520	Exhibition Designer	Market Data
UA2521	Exhibition Designer	Market Data
CJ2524	Food Production Supervisor	Market Data
CJ2525	Food Service Worker	Market Data
CJ2527	Golf Course Operator	Range Minimum
CA2528	Golf Professional	Market Data
CC2529	Golf/Pro Shop Assistant	Range Minimum
CA2530	Graphic Designer	Market Data
LA2531	Graphic Designer	Market Data
CA2532	Graphics Supervisor	Range Minimum
CA2533	Graphics Technician	Range Minimum
CC2538	Hotline Operator	Internal Relationship
CJ2542	Institution Food Steward	Market Data
CJ2543	Institution Food Steward Supervisor	Internal Relationship
CA2544	Interpreter Coordinator	Internal Relationship
CJ2545	Laundry Supervisor	Market Data
CJ2546	Laundry Worker	Market Data
CC2547	Lead Customer Service Agent	Internal Relationship
CN2548	Lead Emergency Communications Operator	Internal Relationship
CN2550	Lead Park Ranger	Market Data

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BASIS FOR PAY GRADE RECOMMENDATIONS**

NEW JOB CODE	CLASS TITLE	BASIS FOR RECOMMENDATION
CA2554	Maintenance Control Supervisor	Internal Relationship
CA2555	Maintenance Control Technician	Range Minimum
CA2556	Maintenance Liaison	Internal Relationship
LA2557	Manager of Publication	Range Minimum
UA2558	Manager of Publication	Range Minimum
UC2563	Museum Collection Assistant	Range Minimum
CC2564	Museum Curatorial Assistant	Range Minimum
UC2565	Museum Curatorial Assistant	Range Minimum
CN2566	National Crime Information Center Agent (NCIC Agent)	Range Minimum
CN2568	Paramedic Dispatch Supervisor	Range Minimum
CN2569	Paramedic Dispatcher	Range Minimum
CN2570	Parks and Recreation Ranger	Market Data
CN2574	Police Dispatcher	Range Minimum
CN2576	Police Lead Dispatcher	Range Minimum
CA2577	Police Photographic Specialist	Internal Relationship
CC2579	Press Operator	Market Data
LC2580	Press Operator	Market Data
CA2582	Recreation Coordinator	Internal Relationship
CA2583	Recreation Instructor	Internal Relationship
CA2584	Recreation Supervisor	Market Data
TA2585	Recreation Trainee	Internal Relationship
UA2586	Senior Curator	Range Minimum
UA2587	Senior Exhibition Designer	Internal Relationship
CA2588	Senior Television and Video Producer	Range Minimum
CA2589	Sign Language Interpreter	Internal Relationship
CA2590	Special Events Coordinator	Range Minimum
LA2591	Special Events Coordinator	Range Minimum
UA2592	Special Events Coordinator	Range Minimum
CT2598	Stock Clerk	Market Data
ET2599	Stock Clerk	Market Data
LT2600	Stock Clerk	Market Data
UT2601	Stock Clerk	Market Data
CT2602	Stockkeeper	Market Data
CT2603	Stockroom Manager	Internal Relationship
CT2604	Stockroom Supervisor	Market Data
CA2615	Television & Video Director/Editor	Range Minimum
CA2616	Television & Video Director/Editor (HOURLY)	Range Minimum
CA2617	Television & Video Producer	Range Minimum
CA2618	Television & Video Producer (HOURLY)	Range Minimum
CA2606	Television Programmer	Range Minimum
CN2620	Vehicle Impound Clerk	Range Minimum
CJ2622	Washing Machine Operator	Internal Relationship
CJ2623	Zoo Commissary Worker	Range Minimum