

POSTING IS REQUIRED

Classification Notice No. 1376

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: December 20, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the Short Range Schedule A and Community Rate Schedule B. We are also changing the pay range of Recreation Facility Assistant, Recreation Aide, Park Seasonal Laborer, and Usher.

The State of Colorado approved an increase of the state's minimum wage for 2013 from \$7.64 per hour to \$7.78 per hour. In order to comply with this change, a review of the Classification and Pay Plan indicated two classifications that will fall below the new minimum wage on January 1, 2013. These classifications are Recreation Aide and Usher. In order to comply with the new minimum wage rate, the pay grades in the Short Range Schedule A and Community Rate Schedule B will be revised. Other impacted classes are the Recreation Facility Assistant and Park Seasonal Laborer, who will be assigned to pay grades using the revised pay tables.

**REVISED CLASS SPECIFICATION INCLUDING
TITLE & PAY GRADE CHANGE**

<u>Current Job Code:</u>	<u>Current Classification Title:</u>	<u>Present Pay Grade:</u>
CG2115	Recreation Aide	211-Y \$7.74 - \$8.67
CG2116	Recreation Facility Assistant	219-Y \$9.42 - \$10.55
CG2113	Park Seasonal Laborer	225-Y \$10.93 - \$12.24
RG2347	Usher	310-Z \$7.78 - \$13.91

Proposed Pay Grade and Range:

211-Y \$7.78 - \$8.71
219-Y \$9.47 - \$10.61
225-Y \$10.99 - \$12.31
310-Z \$7.78 - \$13.93

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 **January 1, 2013**

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 3, 2013 9:00 a.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Heather Britton heather.britton@denvergov.org Career Service Authority, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, January 2, 2013**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, January 1, 2013**.