

**POSTING IS REQUIRED**

**Classification Notice No. 1377**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: February 6, 2013  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Network Administrator I (622-I), Network Administrator II (812-I, Network Engineer (814-I), and Information Security Specialist (814-I). we are also changing the pay grade for Information Security Manager from 815-I to 816-I, IT Systems Architect from 815-I to 816-I, and IT Technical Writer from 807-I to 811-I.**

The Office of Human Resources (OHR) conducted a pay analysis to evaluate pay for information technology classifications used within Technology Services and the Department of Aviation (DIA). The study was requested by Technology Services based on difficulties the agency, along with DIA, was having with attracting and retaining talent in key technology positions.

The analysis indicated that the City's pay grades for Network professionals were behind the market. To correct for this discrepancy, OHR is recommending the creation of a new Network Administrator/Engineer class series, to replace the use of the general systems administrator class series for Network professionals. [Note: the general systems administrator class series will still be used for other IT professionals in the City.]

Next, OHR is recommending the creation of a new classification, Information Security Specialist. This classification is responsible for enforcing information security practices and protocols; installing, configuring, and monitoring security systems and alerts; and participating in the analysis and evaluation of enterprise information security.

The Information Security Specialist will become a pivotal role in the City's efforts to ensure security of its information systems. To accomplish this task, the Information Security Specialist will work closely with the Information Security Manager, which is responsible for researching and recommending policies and procedures to protect all City information technology, assets and interests from intentional or unintentional modification, disclosure, destruction or tampering.

Finally, OHR is recommending pay grade changes for three other classifications, Information Security Manager, IT Systems Architect, and IT Technical Writer to maintain alignment with the external market.

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

**NEW CLASS**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range:</u>
CI2799	Network Administrator I	622-I (\$53,340-\$77,847)
CI2798	Network Administrator II	812-I (\$63,739-\$101,711)
CI2797	Network Engineer	814-I (\$72,829-\$116,231)
CI2796	Information Security Specialist	814-I (\$72,829-\$116,231)

	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Network Administrator I	3-None/Incidental	2-Professional	S-Sedentary	Non-exempt
Network Administrator II	3-None/Incidental	2-Professional	S-Sedentary	Exempt
Network Engineer	3-None/Incidental	2-Professional	S-Sedentary	Exempt
Information Security Specialist	3-None/Incidental	2-Professional	S-Sedentary	Exempt

**PAY GRADE CHANGE**

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Current Pay Grade &amp; Range:</u>	<u>Proposed Pay Grade &amp; Range:</u>
CI1870	Information Security Manager	815-I (\$77,847-\$124,266)	816-I (\$83,228-\$132,847)
CI2214	Information Technology Systems Architect	815-I (\$77,847-\$124,266)	816-I (\$83,228-\$132,847)
CI1667	Information Technology Technical Writer	807-I (\$45,620-\$72,829)	811-I (\$59,618-\$95,130)

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 February 21, 2013 9:00 a.m.** in the OHR Board Room, Room 4.G.2, 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](mailto:heather.britton@denvergov.org), Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, February 20, 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, February 19, 2013**.