

POSTING IS REQUIRED

Classification Notice No. 1379

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 7, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Staff Project Inspector (621-E).

The Department of Public Works requested that the Office of Human Resources create a new class, Staff Project Inspector. This class will be an entry level bridge class as well as a career path into the Project Inspector series. The entry level class allows Senior City Inspectors the opportunity to train and advance in their careers. Senior City Inspectors perform several of the duties performed by Project Inspectors; however, they do not receive experience or training in processing contractor applications to ensure contract specifications are met. The Staff Project Inspector class will train employees in this process as well as others processes and duties.

NEW CLASSIFICATION

<u>Job Code:</u>	<u>Classification Title:</u>
CE2795	Staff Project Inspector

Proposed Pay Grade
621-E \$48,582 - \$70,930

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 Office of Human Resources 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 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, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, March 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 at (720) 913-5168 no later than noon on **Tuesday, March 19, 2013**.