

POSTING IS REQUIRED

Classification Notice No. 1380

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 Veterinary Assistant (606-O) and Animal Control Investigator I (613-N). Also, revising the job specification and changing the title of Animal Control Investigator (615-N) and Public Health Veterinarian (812-O) to Animal Control Investigator II and Shelter Veterinarian, respectively. Another proposed change is revising the job specification and pay grade change for Animal Care Supervisor from 609-J to 801-O and Veterinary Technician from 606-O to 608-O. Finally, the proposed change amends the Classification and Pay Plan by abolishing the classes of Lead Animal Control Investigator, Zoo Veterinarian, and Zoo Veterinarian Hourly.

The Department of Environmental Health asked the Office of Human Resources to assist the Denver Animal Care and Control (ACC) with its reorganization. After the reorganization was completed, OHR created two new classes for the ACC, the Animal Control Investigator I and the Veterinary Assistant. Both of these classes were created to meet the current and future needs in the ACC.

In creating the Animal Control Investigator I class, OHR wants to change the title of the Animal Control Investigator class to Animal Control Investigator II. This defines the series and allows the shelter to have entry level and full performance classes.

The ACC requested that OHR change the title of the Public Health Veterinarian to Shelter Veterinarian which is more descriptive of the work.

The Animal Care Supervisor class has recently been used as a full performance supervisor rather than a working supervisor. Consequently, OHR is recommending that the Animal Care Supervisor be changed to an exempt class. The Animal Care Supervisor will be responsible for supervising Animal Care Attendants and Veterinary Assistants.

The Veterinary Technician class is part of this study as OHR wants to change the pay grade of the class based on market data.

Additionally, the ACC wants to abolish the Lead Animal Control Investigator class as the shelter found that the lead workers were performing the work of an Animal Control Supervisors. These employees have been reallocated to the Animal Control Supervisor class so the lead class is no longer needed.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CO2802	Veterinary Assistant	606 O (\$28,927 - \$42,233)
CN2803	Animal Control Investigator I	613 N (\$34,642 - \$50,577)

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CN1809	Animal Control Investigator	615 N (\$37,866 - \$55,284)
CO2712	Public Health Veterinarian	812 O (\$70,417 - \$112,668)

Proposed Title
Animal Control Investigator II
Shelter Veterinarian

REVISED CLASS SPECIFICATION INCLUDING PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
CJ2473	Animal Care Supervisor	609 J (\$29,290 - \$41,298)	801 O (\$33,801 - \$54,081)
CO2649	Veterinary Technician	606 O (\$28,927 - \$42,233)	608 O (\$31,619 - \$46,164)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>
CN2454	Lead Animal Control Investigator
CO2713	Zoo Veterinarian
CO2714	Zoo Veterinarian Hourly

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**.