

**POSTING IS REQUIRED**

**Classification Notice No. 1383**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: March 21, 2013  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classification of Building and Grounds Supervisor (804-J).**

The Office of Human Resources received a request from the Department of General Services to create a new class as Building and Grounds Supervisor. This request was based on an organizational restructuring of the Facilities Management Division. The Building and Grounds Supervisor will be responsible for supervising the work of laborers to ensure quality, effectiveness, and efficiency and resolving daily operational issues within multiple city facilities.

**NEW CLASS**

<u>Classification Title:</u> Building and Grounds Supervisor	<u>Pay Grade &amp; Range</u> 804-J (\$35,353-\$56,381)
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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 changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor’s veto.”

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 April 4, 2013 5:00 pm.** 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, April 3, 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, April 2, 2013.**