

POSTING IS REQUIRED

Classification Notice No. 1385

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: May 23, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Database Administrator I (622-I), Database Administrator II (812-I), Database Administrator III (814-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 Database Administration professionals were behind the market. To correct for this discrepancy, OHR is recommending taking the existing single Database Administrator classification and creating a Database Administrator class series. This also gives agencies the ability to provide career growth and training opportunities for employees.

NEW CLASS

<u>Classification Title:</u>	<u>Pay Grade & Range</u>
Database Administrator I	622-I (\$53,340-\$77,847)
Database Administrator II	812-I (\$63,739-\$101,711)
Database Administrator III	814-I (\$72,829-\$116,231)

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 June 6, 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, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, June 5, 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, June 4, 2013**.