

POSTING IS REQUIRED

Classification Notice No. 1389

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: August 15, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Senior Recreation Supervisor (810-A), and changes the title of Recreation Director to Director of Recreation (814-A).

The Department of Parks and Recreation (P & R) requested the Office of Human Resources create a new class for the Recreation Division, Senior Recreation Supervisor. P & R currently has a Recreation Supervisor class that the department will continue to use. There are clear differences between the classes and this will increase employees' opportunities for advancement.

The Senior Recreation Supervisor supervises the operations and staff in two of the following three areas: a recreation center, a core program area(s), or a city-wide program(s). A Senior Recreation Supervisor also provides mentoring to Recreation Supervisors and center staff members to improve overall operations, scheduling, and risk management. A Recreation Supervisor is responsible for supervising the operations and staff of a recreation center.

Parks and Recreation also requested that the Office of Human Resources change the title of the new Recreation Director class to Director of Recreation. The Director of Recreation title will then be consistent with the other director classes in the department such as Director of Parks and Director of Golf.

NEW CLASS

<u>Classification Title:</u>	<u>Job Code</u>	<u>Pay Grade & Range</u>
Senior Recreation Supervisor	CA2834	810-A (\$56,967-\$91,147)

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Current Classification Title:</u>	<u>Proposed Classification Title</u>	<u>Job Code</u>	<u>Pay Grade & Range</u>
Recreation Director	Director of Recreation	CA2753	814 A (\$74,394-\$119,030)

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 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 August 15, 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, August 14, 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 August 13, 2013**.