

**POSTING IS REQUIRED**

**Classification Notice No. 1390**

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 changing the pay for the Professional Occupations Intern II at pay grade 407-J from \$15.35 to \$15.53.**

In April 2013, the Career Service Board approved the 2013 Pay Survey Recommendations. Included in those recommendations, were pay rate changes for the Professional Occupations Intern II. Since the approval, it has been noted that the incorrect pay rate was used in the posting. The recommendations should have made no change to their pay rate. This posting is to return the pay rate of the Professional Occupations Intern II to the rate in effect prior to the 2013 Pay Survey.

**PAY GRADE CHANGE**

<u>Classification Title:</u>	<u>Job Code</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
Professional Occupations Intern II	TA0015	407-J (\$15.35)	407-J (\$15.53)

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](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, 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday August 13, 2013**.