

POSTING IS REQUIRED

Classification Notice No. 1394

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: September 5, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Environmental Public Health Investigator III (810-E).

The Office of Human Resources (OHR) received a request from the Department of Environmental Public Health (EPH) to create a new class as Environmental Public Health Investigator III. Positions in this class will perform specialized, professional level environmental and/or public health inspections and investigations and act as subject matter expert to ensure that regulated activities are consistent with legal and other applicable requirements, best management practices, and the department's strategic vision. By position, employees will also perform lead work over environmental public health investigators.

NEW CLASS

<u>Classification Title:</u>	<u>Pay Grade & Range</u>	<u>Job Code</u>
Environmental Public Health Investigator III	810-E (\$53,092-\$84,947)	CE2848

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 September 19, 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 Melissa Fisher melissa.fisher@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, September 18, 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 September 17, 2013**.