

**POSTING IS REQUIRED**

**Classification Notice No. 1396**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: November 7, 2013  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grades of the Surveying Technician, Associate Surveying Technician and Senior Surveying Technician classifications.**

The Department of Public Works requested that the Office of Human Resources (OHR) review the current pay grades for the Surveying Technician classification series. A recent reorganization of work groups within the department revealed a potential misalignment of the current pay structure for the series when compared to both the external market and internal classifications.

A review was conducted and it was found that the market average pay is higher than the pay grades we currently have assigned to the series. Due to the comparison with the market we are proposing to change the pay grades for the series.

**PAY GRADE CHANGES**

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
CE1777	Surveying Technician	615-E (\$37,199 - \$54,311)	618-E (\$42,512 - \$62,068)
CE1778	Associate Surveying Technician	617-E (\$40,662 - \$59,367)	620-E (\$46,468 - \$67,843)
CE1779	Senior Surveying Technician	619-E (\$44,446 - \$64,891)	622-E (\$50,792 - \$74,156)

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 November 21, 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](mailto:melissa.fisher@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, November 20, 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 November 19, 2013**.