

**POSTING IS REQUIRED**

**Classification Notice No. 1397**

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 title and pay grade of Tree Trimmer (611-J) to Arborist Technician I (614-J) and Senior Tree Trimmer (612-J) to Arborist Technician II (616-J)**

The Natural Resources Division of Parks and Recreation requested that we look at the pay for Tree Trimmer and Senior Tree Trimmer. They contacted us because they were having issues attracting and retaining good talent because our pay was fairly low compared to other municipalities. The division was losing great employees to these municipalities because of this reason.

The agency also believed the current job descriptions needed to be updated to capture all the elements of the job. OHR updated both job descriptions and changed the title to be more aligned with what they are being called in the market. We added certifications to both the Arborist Technician I and II. We changed the education and experience requirement for the Arborist Technician II. The Arborist Technician II will now have to have two years of related college course work and 3 years of experience.

**REVISED CLASS SPECIFICATIONS INCLUDING TITLE AND PAY GRADE CHANGE**

<b><u>Job Code</u></b>	<b><u>Present Classification Title</u></b>	<b><u>Proposed Classification Title</u></b>
CJ2612	Tree Trimmer	Arborist Technician I
CJ2596	Senior Tree Trimmer	Arborist Technician II

  

<b><u>Present Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
611-J (\$30,926 - \$45,140)	614-J (\$35,353 - \$51,581)
612-J (\$32,331 - \$47,204)	616-J (\$38,636 - \$56,381)

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**.