

POSTING IS REQUIRED

Classification Notice No. 1400

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: December 31, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Undersheriff to Sheriff.

In November 2013, the voters in the City and County of Denver approved a Charter change, measure 2C, which changed the office known as “Undersheriff” to “Sheriff” and allows that person to exercise the duties assigned by state law to county sheriffs. This change is proposed to ensure the classification and pay plan are in line with the approved changes.

TITLE CHANGE

Job Code: OU2187 Current Classification Title:
Undersheriff

Proposed Classification Title:
Sheriff

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 January 16, 2014 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, January 15, 2014**. 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 January 14, 2014**.