

**POSTING IS REQUIRED**

**Classification Notice No. 1401**

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 revising the Short Range, Community Rate and Training & Intern pay schedules. Additionally, the proposed change amends the Classification and Pay Plan by changing the pay grade for Golf Starter/Ranger, Mayor's Youth Worker, Recreation Aide and Usher to coincide with the State increase in minimum wage.**

The State of Colorado approved an increase of the state's minimum wage for 2014 from \$7.78 per hour to \$8.00 per hour. In order to comply with this change, a review of the Classification and Pay Plan indicated four classifications that will fall below the new minimum wage on January 1, 2014. These classifications are Golf Starter/Ranger, Mayor's Youth Worker, Recreation Aide, and Usher. In order to comply with the new minimum wage rate, impacted pay grades in the Short Range Schedule A, Short Range Schedule B, Training and Intern Schedule, and Community Rate Schedule B will be revised

**REVISED PAY SCHEDULE**

Short Range Schedule

	PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
	<b>Schedule A</b>					
<b>Current</b>	212-Y	\$7.97	\$8.21	\$8.45	\$8.69	\$8.93
<b>Proposed</b>	212-Y	\$8.00	\$8.24	\$8.48	\$8.72	\$8.96
	<b>Schedule B</b>					
<b>Current</b>	310-Y	\$7.79	\$8.33	\$8.87	\$9.40	\$9.94
<b>Proposed</b>	310-Y	\$8.00	\$8.55	\$9.11	\$9.66	\$10.21

Community Rate Schedule

	<b>Schedule B</b>				
	PAY GRADE	Range Minimum	2nd Sector Minimum	3rd Sector Minimum	Range Maximum
<b>Current</b>	310-Z	\$7.78	\$9.83	\$11.88	\$13.93
<b>Proposed</b>	310-Z	\$8.00	\$10.11	\$12.22	\$14.32

Training & Intern Schedule

		Rate
<b>Current</b>	402-A	\$7.78
<b>Proposed</b>	402-A	\$8.00

## PAY GRADE AND/OR RANGE CHANGE

<u>Current Job Code:</u>	<u>Current Classification Title:</u>	<u>Present Pay Grade:</u>
CG2378	Golf Starter/Ranger	310-Y \$7.79 – \$9.94
TA1585	Mayor's Youth Worker	402-A \$7.78
CG2115	Recreation Aide	211-Y \$7.74 – \$8.67
RG2347	Usher	310-Z \$7.78 – \$13.91

### Proposed Pay Grade and Range:

310-Y \$8.00 – \$10.21  
402-A \$8.00  
212-Y \$8.00 – \$8.96  
310-Z \$8.00 – \$14.32

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](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, 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday January 14, 2014**.