

POSTING IS REQUIRED

Classification Notice No. 1404

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: February 7, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade for the Electronic Systems Technician from 619-J to 621-J.

The Office of Human Resources (OHR) received a request from Technology Services (TS) to create three A Classification Maintenance Study on the classification of Electronic Systems Tech has been completed. The duties and the education, experience and licensure requirements have been updated. The specification was last reviewed in September of 2005. The new duties more accurately capture what is performed by positions in the classification. The updated education, experience and licensure requirements will allow for more effective recruitment in the future.

PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
LJ2745	Electronic Systems Tech	619-J (\$44,145-\$64,439)	621-J (\$48,261-\$70,445)
CJ2511	Electronic Systems Tech	619-J (\$44,145-\$64,439)	621-J (\$48,261-\$70,445)

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 February 20, 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, February 19, 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 February 18, 2014**.