

POSTING IS REQUIRED

Classification Notice No. 1405

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 adding the classifications Traffic Operations Technician I (613-J) and Traffic Operations Technician II (615-J).

Public Works' Traffic Engineering Services Division requested the Office of Human Resources to conduct a study within their Signs & Markings Section. The results of the study and research supported the creation of two new Traffic Operations Technician classifications, which is consistent with other municipalities that use the International Municipal Signal Association (IMSA) certification system. Currently, Traffic Engineering Services, Signs & Markings Section, uses Equipment Operators and Equipment Operator Specialists to perform the work of street signs and pavement markings. The new classes will acknowledge the work taking place and performance evaluations in the future will be aligned with the skill sets within street signs and pavement markings, whereas the equipment operator classes do not detail this type and level of work.

NEW CLASSES

<u>Job Code:</u>	<u>Proposed Title:</u>	<u>Proposed Pay Grade:</u>
CJ2863	Traffic Operations Technician I	613-J (\$33,811-\$49,343)
CJ2864	Traffic Operations Technician II	615-J (\$36,958-\$53,919)

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**.