

POSTING IS REQUIRED

Classification Notice No. 1406

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 6, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications 911 Systems Administrator I (625-I) and 911 Systems Administrator II (814-I).

Technology Services (TS) requested a legal opinion from the City Attorney's Office on the exemption status of four positions, two Associate IT Systems Administrators and two Senior IT Systems Administrators, working at the 911 Communications Center. Concerns were raised among the TS employees working at the 911 Communications Center about receiving compensation for working on-call assignments.

Based on the findings of the legal opinion issued by the City Attorney's Office, OHR is recommending the creation of two new classifications – 911 Systems Administrator I and 911 Systems Administrator II. The new class specifications better describe the duties and responsibilities performed by the incumbents working at the 911 Communications Center. In addition, the 911 Systems Administrator I is recommended to be non-exempt, whereas the current classification held by the impacted employees, the Associate IT Systems Administrator, is exempt.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CI2869	911 Systems Administrator I	625-I (\$60,962 - \$89,005)
CI2870	911 Systems Administrator II	814-I (\$72,829 - \$116,231)

OHR is requesting that the effective date for both classifications be March 31, 2014.

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 March 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, March 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 March 18, 2014**.