

**POSTING IS REQUIRED**

**Classification Notice No. 1409**

To: Agency Heads and Employees  
From: Melissa Fisher, Interim Deputy Director  
Date: April 2, 2014  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classification of Park Ranger Supervisor (809-N) as well as changing the title for Parks and Recreation Ranger to Park Ranger. Additionally, the proposed change includes changing the title and pay grade for Lead Park Ranger (621-N) to Senior Park Ranger (617-N).**

OHR has been working with the Natural Resources Division of Parks and Recreation on their Park Ranger Classification Series. This division consists of 5 districts, 240 Urban Parks, 80 miles of regional trails and 44 Mountain Parks totaling 14,000 acres of open space over 5 counties. OHR updated the Parks and Recreation Ranger and Lead Park Ranger job descriptions and changed the titles to be more aligned with the industry. We are changing the title of Parks and Recreation Ranger to Park Ranger and changing the title of Lead Park Ranger to Senior Park Ranger. A progressive series was established to move Park Rangers to Senior Park Rangers; this will give their employees the opportunity for growth after meeting the established criteria by taking on more complex duties.

A new classification of Park Ranger Supervisor was created to oversee the Park Rangers and Senior Park Rangers. Currently one person provides supervision to all the Park Rangers and Senior Park Rangers which increases to approximately 26 staff during the spring/summer seasons. A Park Ranger Supervisor will provide day to day supervision and give the Administrator time to facilitate and guide the Ranger Program which includes park use management, training, developing procedures, and rules and regulations. There is also a need for a supervisory classification because it would allow for a supervisor to always be on duty during the multiple daily shifts when the Administrator is not working. This again will give employees some career growth opportunities.

**TITLE CHANGE**

<b>Present</b>	<b>Proposed</b>	
<b><u>Classification Title</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
Parks and Recreation Ranger	Park Ranger	614-N (\$36,372 - \$53,103)

**TITLE AND PAY GRADE CHANGE**

<b>Present</b>	<b>Proposed</b>	<b>Present</b>	<b>Proposed</b>
<b><u>Classification Title</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>	<b><u>Pay Grade &amp; Range</u></b>
Lead Park Ranger	Senior Park Ranger	621-N (\$49,662 - \$72,507)	617-N (\$41,566- \$60,686)

**NEW CLASS**

<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
Park Ranger Supervisor	809-N (\$50,774 - \$81,238)

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 April 17, 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 Meredith Crème [meredith.creme@denvergov.org](mailto:meredith.creme@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, April 16, 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 April 15, 2014**.