

**POSTING IS REQUIRED**

**Classification Notice No. 1410**

To: Agency Heads and Employees  
From: Melissa Fisher, Interim Deputy Director  
Date: April 17, 2014  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classification Leave Administration Specialist (615-A).**

It is common in the Human Resources industry to have positions focused coordinating and administering employee leave requests. This work is performed by employees who have specialized knowledge of federal regulations under the Family Medical Leave Act (FMLA) and the Americans with Disabilities (ADA). Currently in the Office of Human Resources (OHR), employees classified as Human Resource Technicians are responsible for this work as a portion of their overall duties to support assigned client agencies. The creation of a Leave Administration Specialist classification will centralize the leave administration function in OHR. This will allow for process improvements in citywide leave administration procedures and the ability to attract and retain employees who have experience in leave administration policies and knowledge of federal regulations

**NEW CLASS**

**Classification Title**

Leave Administration Specialist

**Pay Grade & Range**

615-A (\$39,911-\$58,270)

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 May 1, 2014 5:00 p.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 30, 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 29, 2014**.