

**POSTING IS REQUIRED**

**Classification Notice No. 1411**

To: Agency Heads and Employees  
From: Melissa Fisher, Interim Deputy Director  
Date: June 3, 2014  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classification Lead Youth Counselor (616-A).**

The Family Crisis Center (FCC) within the Department of Human Services wishes to establish a classification for permanently assigned lead worker roles within the Residential Treatment Team. One of the circumstances that makes utilizing lead workers appropriate is when the work being performed by the team or division is carried out over multiple shifts including traditional daytime work hours plus evening and/or overnight shifts and a Supervisor is not available or working every shift. This is the case at the FCC which operates 24 hours a day, 7 days per week. Even with a staggered schedule, the two youth Counselor Supervisors on staff are not on-site for all hours of operation.

**NEW CLASS**

**Classification Title**

Lead Youth Counselor

**Pay Grade & Range**

616-A (\$41,727 - \$60,921)

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 June 19, 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, June 18, 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 June 17, 2014**.