

POSTING IS REQUIRED

Classification Notice No. 1415

To: Agency Heads and Employees
From: Natalie Landau, Deputy Director
Date: August 6, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Library Aide at pay grade 219-Y (\$9.47-\$10.61). Additionally, it is proposed to abolish the classification of Shelver (601-C).

As the result of a study recently conducted for the Denver Public Library (DPL) by the Office of Human Resources Classification and Compensation team, creation of a new class (Library Aide), is proposed to accommodate the work being performed to assist Library staff with a variety of day-to-day library operations. Currently these employees are classified as Shelves but are not performing library shelving duties.

Additionally, it is proposed to abolish the Shelver classification. During the study the other DPL employees classified as Shelves were reallocated to the Administrative Support Assistant I (ASA I) classification. These employees are performing a range of administrative duties and no longer just retrieving and shelving library materials. By creating the Library Aide classification as well as reallocating employees to ASA I, the Shelver classification will no longer be needed.

NEW CLASS

<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
Library Aide	219-Y (\$9.47-\$10.61)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
LC1260	Shelver	601-C

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 August 21, 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 Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, August 20, 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 August 19, 2014**.