

POSTING IS REQUIRED

Classification Notice No. 1416

To: Agency Heads and Employees
From: Natalie Landau, Deputy Director
Date: August 21, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade for Emergency Management Coordinator from 808-A to 809-A. Additionally, it amends the Classification and Pay Plan by changing Deputy Director of Emergency Preparedness to Deputy Director of Emergency Management and changing the pay grade from 809-A to 811-A.

The management of the Denver Office of Emergency Management requested a review of the pay grade for the Emergency Management Coordinator and Deputy Director of Emergency Preparedness. It is proposed to change the pay grade for the Emergency Management Coordinator from 808-A to 809-A and to change the title of the Deputy Director of Emergency Preparedness to Deputy Director of Emergency Management and to change the pay grade from 809-A to 811-A.

PAY GRADE CHANGE

<u>Classification Title:</u> Emergency Management Coordinator	<u>Current Pay Grade:</u> 808-A (\$50,369 – 80,590)	<u>Proposed Pay Grade:</u> 809-A (\$53,844 – 86,150)
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PAY GRADE & TITLE CHANGE

<u>Current Classification Title:</u> Deputy Director of Emergency Preparedness	<u>Proposed Classification Title:</u> Deputy Director of Emergency Management
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<u>Current Pay Grade:</u> 809-A (\$53,844 – 86,150)	<u>Proposed Pay Grade:</u> 811-A (\$61,531 – 98,450)
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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 September 4, 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 Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, September 3, 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 September 2, 2014**.