

**POSTING IS REQUIRED**

**Classification Notice No. 1420**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: October 22, 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 the Claims Adjuster I classification from 614-A (\$38,574 - \$56,318) to 615-A (\$40,329 - \$58,880) and the Claims Adjuster II classification from 806-A (\$44,077 - \$70,523) to 807-A (\$47,118 - \$75,389).**

The Worker's Compensation Division of the Department of Finance requested that we look at the pay for the Claims Adjuster I and Claims Adjuster II. They contacted us because they were having issues attracting qualified candidates with the current pay range. A review of the current classifications and pay ranges identified that a special study was conducted in 2006 to establish the pay ranges and the job descriptions but hadn't been updated since then. In addition to a new pay analysis, OHR made some minor revisions to the job specifications to make it clearer that these positions can work in either liability or worker's compensation.

**REVISED CLASS SPECIFICATIONS INCLUDING PAY GRADE CHANGE**

<b><u>Present Classification Title</u></b>	<b><u>Present Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
Claims Adjuster I	614-A (\$38,574 - \$56,318)	615-A (\$40,329 - \$58,880)
Claims Adjuster II	806-A (\$44,077 - \$70,523)	807-A (\$47,118 - \$75,389)

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 November 6, 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, November 5, 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 November 4, 2014**.