

POSTING IS REQUIRED

Classification Notice No. 1421

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: November 20, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of: Public Health Administrator 811-E (\$57,464-\$91,942), Environmental Administrator 813-E (\$65,668-\$105,069) and Senior Environmental Administrator 814-E (\$70,199-\$112,318). Additionally, the proposed change abolishes the classifications of: Environmental Public Health Program Administrator 813-E (\$65,668-\$105,069) and Senior Environmental Public Health Program Administrator 814-E (\$70,199-\$112,318).

The Office of Human Resources (OHR) received a request from the Denver Department of Environmental Public Health (EPH) to conduct a Classification/Compensation study. The study was originally initiated to review the Environmental Quality Division and was expanded to include the Community Health, Public Health Inspections and Animal Care and Control Divisions. The purpose of this study was to review and realign current positions with proper classifications as well as conduct a pay analysis.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CE2893	Public Health Administrator	811-E (\$57,464-\$91,942)
CE2894	Environmental Administrator	813-E (\$65,668-\$105,069)
CE2895	Senior Environmental Administrator	814-E (\$70,199-\$112,318)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CE2268	Environmental Public Health Program Administrator	813-E (\$65,668-\$105,069)
CE2269	Senior Environmental Public Health Program Administrator	814-E (\$70,199-\$112,318)

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 December 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, December 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 December 2, 2014**.