

**POSTING IS REQUIRED**

**Classification Notice No. 1500**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: March 6, 2015  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the classification titles below and abolishing the classification of Case Management Supervisor II (808-A).**

The Family and Adult Division within Denver Human Services (DHS) wishes to change the classification titles of five classifications utilized for positions involved in the determination of eligibility for public assistance programs available to City and County of Denver residents. A study of this division was conducted by the Office of Human Resources (OHR) and the proposed titles reflect the work being performed and provide a more accurate description of the positions.

It is proposed to abolish the Case Management Supervisor II. There are no current employees in this classification. The current and planned staffing model for the division does not include two levels of supervisors therefore the classification is no longer necessary.

**REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE**

<b><u>Job Code</u></b>	<b><u>Present Classification Title</u></b>	<b><u>Proposed Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CA2655	Case Management Coordinator I	Eligibility Technician I	611-A (\$33,753 - \$49,279)
CA2658	Case Management Coordinator II	Eligibility Technician II	612-A (\$35,289 - \$51,522)
CA2666	Case Management Coordinator III	Eligibility Specialist	613-A (36,895 - \$53,867)
CA2667	Lead Case Management Coordinator	Lead Eligibility Technician	613-A (36,895 - \$53,867)
CA2691	Case Management Supervisor I	Eligibility Supervisor	807-A (\$47,118 - \$75,389)

**ABOLISHMENT**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CA2697	Case Management Supervisor II	808-A (\$50,369 - \$80,590)

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 March 19, 2015 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, March 18, 2015**. 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 March 17, 2015**.