

POSTING IS REQUIRED

Classification Notice No. 1502

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: March 20, 2015
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Child Support Enforcement Technician (616-L) to Child Support Technician II (615-A). Additionally, the change amends the Classification and Pay Plan by adding the classification of Child Support Technician I at pay grade 614-A.

The Child Support Services Division within the Department of Human Services requested that the Office of Human Resources conduct a study involving two classifications: Child Support Enforcement Technician and Child Support Assistant. The primary focus of the study was to ensure that the two job specifications reflected the work being performed by employees and that the classifications and associated pay were aligned appropriately with similar internal and external positions.

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

Present
Classification Title / Job Code
Child Support Enforcement Technician / CL1555

Proposed
Classification Title / Job Code
Child Support Technician II / CA2901

Present
Pay Grade & Range
616-L (\$40,319 - \$58,866)

Proposed
Pay Grade & Range
615-A (\$40,329 - \$58,880)

NEW CLASS

Classification Title / Job Code
Child Support Technician I / CA2900

Pay Grade & Range
614-A (\$38,574 - \$56,318)

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 April 2, 2015 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, April 1, 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 at (720) 913-5168 no later than noon on **Tuesday March 31, 2015**.