

POSTING IS REQUIRED

Classification Notice No. 1504

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: May 21, 2015
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the following classifications: Recreation Program Coordinator (617-A), Recreation Center Coordinator (617-A), Recreation Services Representative (608-C) and Recreation Assistant (110-Z). Additionally, the change amends the Classification and Pay Plan by deleting Recreation Coordinator (617-A).

OHR initiated a classification study on the following classifications used within Recreation: *Recreation Coordinator, Aquatics Coordinator, Recreation Instructor, Recreation Facility Assistant and Recreation Aide*. The primary focus of the study was to ensure that the job specifications reflect the work being performed by the employees and that the classifications and associated pay ranges are aligned appropriately with similar internal and external positions.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CA2906	Recreation Center Coordinator	617-A (\$44,082 - \$64,360)
CA2907	Recreation Program Coordinator	617-A (\$44,082 - \$64,360)
CC2908	Recreation Services Representative	608-C (\$27,777 - \$40,554)
RG2909	Recreation Assistant	110-Z (\$8.23 - \$11.28)

ABOLISHMENT

<u>Classification Title</u>	<u>Pay Grade</u>
Recreation Coordinator	617-A

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 June 4, 2015 at 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 Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, June 3, 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 June 2, 2015**.