

POSTING IS REQUIRED

Classification Notice No. 1505

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: June 18, 2015
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 Program Quality Assurance Technician from 615-N (\$39,000 - \$56,940) to 615-A (\$41,291 - \$60,285)

The Performance, Improvement and Accountability Division at the Department of Human Services requested that the Office of Human Resources conduct a study involving the Program Quality Assurance Technician classification. The purpose of the study was to ensure that the job specification reflected the work being performed by employees and that the pay range of the classification aligned appropriately with the market.

OHR conducted a focus group of employees in which information was gathered involving the type and level of work being performed by Program Quality Assurance Technicians. Based on the findings and accompanying analysis, it is proposed that the Program Quality Assurance Technician job specification be updated including revising the list of job duties as well as raising the education requirement to an Associate's Degree. In addition, it is recommended that the pay grade of the Program Quality Assurance Technician change from 615-N (\$39,000 - \$56,940) to 615-A (\$41,291 - \$60,285).

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
Program Quality Assurance Technician	615-N (\$39,000 - \$56,940)	615-A (\$41,291 - \$60,285)

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 July 2, 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 Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, July 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 June 30, 2015**.