

**POSTING IS REQUIRED**

**Classification Notice No. 1506**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: July 2, 2015  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing pay grades and classification titles as described below. Additionally, the proposed change establishes nine (9) new classifications and abolishes the classification of Accounting Technician.**

The Finance & Accounting Study was initiated as part of a maintenance plan to review occupational categories as a whole to ensure that our classifications are aligned with market benchmarks and that our job specifications reflect the work being performed by employees. Areas under review included: clerical accounting, professional accounting, budgeting, finance, fiscal administration, and auditing.

This study impacted 25 agencies, departments, and independent organizations and 280 employees. Major phases within the study included: employees completing a Job Analysis Questionnaire (JAQ), staff reviewing all JAQs to determine area of focus and level of classification, refining class concepts with agencies, departments, and independent organizations, revising and creating new job specifications, conducting an analysis of market rates of pay and internal pay relationships for all classifications, and upon approval, reallocating employees into the new or revised classifications based on their duties and responsibilities.

**Revised Class Specifications and Pay Grade Changes**

<b><u>Current Title:</u></b>	<b><u>Proposed Title:</u></b>	<b><u>Current Grade:</u></b>	<b><u>Proposed Pay Grade:</u></b>
Accounting Assistant I	Accounting Technician I	612-V (\$35,561-\$51,919)	612-V (\$35,561-\$51,919)
Accounting Assistant II	Accounting Technician II	613-V (\$37,179-\$54,281)	614-V (\$38,871-\$56,752)
Operational Supervisor I	Fiscal Operational Supervisor I	808-V (\$50,758-\$81,213)	808-V (\$50,758-\$81,213)
Staff Accountant	Staff Accountant	616-V (\$42,489-\$62,034)	618-V (\$46,443-\$67,807)
Associate Accountant	Associate Accountant	806-V (\$44,417-\$71,067)	808-V (\$50,758-\$81,213)
Senior Accountant	Senior Accountant	808-V (\$50,758-\$81,213)	810-V (\$58,004-\$92,806)
Accounting Supervisor	Accounting Supervisor	811-V (62,006-\$99,210)	812-V (\$66,284-\$106,054)
Staff Agency Budget	Analyst Staff Budget Analyst	616-V (\$42,489-\$62,034)	619-V (\$48,556-\$70,892)
Assoc Agncy Budget Analyst	Associate Budget Analyst	807-V (\$47,482-\$75,971)	809-V (\$54,260-\$86,816)
Sr Agency Budget Analyst	Senior Budget Analyst	809-V (\$54,260-\$86,816)	811-V (\$62,006-\$99,210)
Staff Financial Mgmt Analyst	Staff Financial Analyst	618-V (\$46,443-\$67,807)	619-V (\$48,556-\$70,892)
Assoc Fin Mgmt Analyst	Associate Financial Analyst	808-V (\$50,758-\$81,213)	809-V (\$54,260-\$86,816)
Sr Financial Mgmt Analyst	Senior Financial Analyst	810-V (\$58,004-\$92,806)	811-V (\$62,006-\$99,210)
Financial Mgmt Specialist	Financial Analyst Specialist	812-V (\$66,284-\$106,054)	813-V (\$70,858-\$113,373)
Administrator I (V)	Fiscal Administrator I	812-V (\$66,284-\$106,054)	812-V (\$66,284-\$106,054)
Administrator II (V)	Fiscal Administrator II	814-V (\$75,747-\$121,195)	814-V (\$75,747-\$121,195)
Administrator III (V)	Fiscal Administrator III	816-V (\$86,561-\$138,498)	816-V (\$86,561-\$138,498)
Staff Internal Auditor	Staff Performance Auditor	619-V (\$48,556-\$70,892)	619-A (\$48,185-\$70,350)
Senior Internal Auditor	Senior Performance Auditor	810-V (\$58,004-\$92,806)	810-A (\$57,559-\$92,094)
Lead Internal Auditor	Lead Performance Auditor	811-V (\$62,006-\$99,210)	811-A (\$61,531-\$98,450)
Internal Audit Supervisor	Performance Audit Supervisor	813-V (\$70,858-\$113,373)	813-A (\$70,316-\$112,506)

## New Classifications and Pay Grade Recommendations

### Proposed Classification Title:

Fiscal Operational Supervisor II  
Accounting Specialist  
Budget Analyst Specialist  
Budget Analyst Supervisor  
Financial Analyst Supervisor  
Staff Information Systems Auditor  
Senior Information Systems Auditor  
Lead Information Systems Auditor  
Information Systems Audit Supv

### Proposed Pay Grade:

810-V (\$58,004-\$92,806)  
812-V (\$66,284-\$106,054)  
813-V (\$70,858-\$113,373)  
813-V (\$70,858-\$113,373)  
813-V (\$70,858-\$113,373)  
621-I (\$52,242-\$76,273)  
811-I (\$61,031-\$97,650)  
812-I (\$65,242-\$104,387)  
814-I (\$74,556-\$119,290)

## Abolishment

### Classification Title:

Accounting Technician

### Pay Grade:

613-V (\$37,179-\$54,281)

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 16, 2015 at 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, July 15, 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 July 14, 2015**.