

POSTING IS REQUIRED

Classification Notice No. 1507

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: August 7, 2015
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Document Management Technician, pay grade 612-C.

The Office of Human Resources initiated a classification study within the Performance, Improvement and Accountability Division at the Department of Human Services after the findings of an individual position audit indicated that the work being performed by employees on the Content Management Team was so distinctive that the current Administrative Support Assistant IV classification was no longer appropriate. To gain a complete understanding of the type and level of working being performed, the study involved shadowing 6 employees as well as interviewing 4 supervisors. The findings and accompanying analysis indicated that the work of the Content Management Team is different from an Administrative Support Assistant IV that performs a variety of clerical work and the creation of a new classification titled the Document Management Technician is recommended.

NEW CLASS

Proposed Classification Title:
Document Management Technician

Proposed Pay Grade & Range
612-C (\$33,825 - \$49,385)

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 August 20 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 Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, August 19, 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 August 18, 2015**.