

**POSTING IS REQUIRED**

**Classification Notice No. 1509**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: September 3, 2015  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by abolishing the Accounting Technician, pay grade 613-V.**

As a result of the Finance & Accounting Study, it was determined that the Accounting Technician is a duplicate classification of the Accounting Technician II; therefore, we are collapsing the Accounting Technician into the Accounting Technician II class concept and recommending abolishing the Accounting Technician.

**ABOLISHMENT**

**Classification Title:**  
Accounting Technician

**Pay Grade**  
613-V

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 September 17 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 Alena Duran [alena.duran@denvergov.org](mailto:alena.duran@denvergov.org) by 8:00 a.m. on **Wednesday, September 16, 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 September 15, 2015**.