

**POSTING IS REQUIRED**

**Classification Notice No. 1511**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: January 22, 2016  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Golf Cart Attendant and Golf Sales Associate.**

The Golf Division of the Department of Parks and Recreation requested that the Office of Human Resources (OHR) create two new golf specific classes. It is proposed to create a Golf Cart Attendant and a Golf Sales Associate. Employees in these classes are on-call employees.

**NEW CLASSES**

<b><u>Proposed Classification Title:</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
Golf Cart Attendant	212-Y (\$8.23 - \$9.22)
Golf Sales Associate	112-Z (\$9.38 - \$12.85)

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 February 4 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 Nicole de Gio-Keane [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@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 **Thursday, February 4, 2016**. 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 Alisha Gronniger [alisha.gronniger@denvergov.org](mailto:alisha.gronniger@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday February 2, 2016**.