

POSTING IS REQUIRED

Classification Notice No. 1512

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: February 4, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Events Facilitator at pay grade 613-C.

The Parks and Recreation department reached out to Office of Human Resources (OHR) stating they were having issues when recruiting for their positions that facilitate events at City facilities and parks. There are two divisions within Parks that are using these positions; Permitting and the Parks districts. They're currently using the Administrative Support Assistant III (610-C) which made it confusing for the applicant. The Administrative Support Assistant III classification wasn't attracting the appropriate candidates and therefore the agency was having issues finding candidates. OHR worked with the department to create a new class called Events Facilitator.

NEW CLASS

<u>Proposed Classification Title:</u>	<u>Proposed Pay Grade & Range</u>
Events Facilitator	613-C (\$35,364 - \$51,631)

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 18 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 Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, February 17, 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 at (720) 913-5650 no later than noon on **Tuesday February 16, 2016**.