

**POSTING IS REQUIRED**

**Classification Notice No. 1516**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: March 16, 2016  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Hearings Officer from 821-L to 815-L.**

The Career Service Board requested a market survey of the Career Service Hearings Officer classification. In order to accomplish this task, a survey of the like positions of local jurisdictions was conducted. Of 24 contacted jurisdictions (city, state, county, and federal) in Colorado, the State of Colorado was the only entity with a suitable job description match. Currently, most of the contacted jurisdictions use outside contractors to do the job and some use their Attorneys Office and/or Risk Management to handle their hearings. In addition, MSEC (Mountain State Employer Council) was also approached to provide market pay information. To collect the pay information for this class, MSEC recommended using market pay information provided by the Bureau of Labor Statistics Occupational Employment Statistics Program's semiannual survey that provides wage and employment statistics for the nation as well as individual states.

**PAY GRADE CHANGE**

**Job Code:**            **Classification Title:**  
CL0364                 Hearings Officer

<b><u>Current Pay Grade:</u></b> 821-L (\$119,847-\$191,755)	<b><u>Proposed Pay Grade</u></b> 815-L (\$80,309-\$128,494)
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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 April 7, 2016 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 **Wednesday, March 30, 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 April 5 2016**.