

**POSTING IS REQUIRED**

**Classification Notice No. 1520**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: April 21, 2016  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Deputy Manager at pay grade 821-A.**

It is recommended to create a new classification for the highest level executive in large charter departments. Currently, this role is captured in a general classification that may contain the heads of smaller agencies and other executives across the City with a smaller scope of operations. The proposed classification, Deputy Manager will allow large departments more flexibility to attract and retain employees at the executive level. The large departments within the City are the Department of Public Works, Department of Human Services, Department of Aviation, and Department of Safety.

**NEW CLASS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade</u></b>
CA2951, MA2952	Deputy Manager	821-A (\$\$122,784 - \$196,454)

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 May 5, 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 **Thursday, May 5, 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 May 3 2016**.