

POSTING IS REQUIRED

Classification Notice No. 1521

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: April 29, 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 Stockroom Manager from 808-J to 810-J.

This pay analysis study was initiated after conducting an audit of an incumbent classified as a Stockroom Manager, where it was determined that there was an inappropriate pay relationship between the Stockroom Manager and the Stockroom Supervisor classifications, which is inconsistent with current classification practices within the City. Classification practices typically place supervisors two to three pay grades over direct reports; currently, there is only one pay grade of separation between the Stockroom Manager and the Stockroom Supervisor classifications.

The recommendation, based on classification practices, market data, and internal equity, is to reallocate the Stockroom Manager's pay grade from 808-J to 810-J to align with the market data and internal equity with the Operations Supervisor, a comparable classification.

Pay Grade Change

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CJ2603	Stockroom Manager	808-J (\$48,040 - \$76,864)	810-J (\$54,898 - \$87,837)

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 19, 2016 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 **Friday, May 13, 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 May 17 2016**.