

POSTING IS REQUIRED

Classification Notice No. 1528

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

The proposed change amends the Classification and Pay Plan by creating a class called Prevailing Wage Administrator at pay grade 808-A.

The Auditor's Office requested a new classification specifically for the Prevailing Wage Investigation Unit, which would specifically describe and address the work being performed by the incumbents within this work group. The Prevailing Wage Investigation Unit ensures contractor compliance with current prevailing wage requirements through records audits and field investigations.

Currently, the duties and responsibilities specific to this work group are classified as Contract Compliance Coordinators, which is not specific to prevailing wage compliance or performing field investigations to verify work being performed and the wages provided for that type and level of work.

The creation of the Prevailing Wage Investigator classification would allow for a clear description of duties and responsibilities performed, employee expectations and performance evaluations, and recruitments specific to these knowledge, skills, and abilities.

NEW CLASS

<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
Prevailing Wage Investigator	808-A (\$51,573-\$67,045-\$82,517)

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 October 6, 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 Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Thursday, October 6, 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, October 4, 2016**.