

**POSTING IS REQUIRED**

**Classification Notice No. 1542**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: June 2, 2017  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new class called Assistant Golf Course Operator (J-614).**

Parks and Recreation's Director of Golf requested a new classification specifically to aid the Golf Course Operator who is responsible for both the Harvard Gulch Golf Course's par three golf course, which includes a pro-shop, and the Aqua Golf Driving Range, which includes a driving range, miniature golf course, and pro-shop. The Assistant Golf Course Operator will assist with the day-to-day operations and maintenance of the Harvard Gulch Golf Course or the Aqua Golf Driving Range.

Currently, the duties and responsibilities specific to this new position are divided between multiple positions, such as the Maintenance Technician, the Golf Sales Associate, the Golf Pro-Shop Assistant, and the Golf Course Operator. The Assistant Golf Course Operator will act as the manager on duty in the absence of the Golf Course Operator who will travel between the two golf course operation sites.

The creation of the Assistant Golf Course Operator classification will allow for a clear description of duties and responsibilities performed, employee expectations, clearer performance evaluation statements, recruitments specific to this area of knowledge, skill, and ability, and provide for a point person in responsible charge in the absence of the Golf Course Operator.

**NEW CLASS**

**Proposed Title**

Assistant Golf Course Operator

**Proposed Pay Grade**

J-614 (\$17.69-\$21.76-\$25.82)

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 June 15, 2017 at 9:00 AM** 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 Gioia-Keane [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Susan Keller [susan.keller@denvergov.org](mailto:susan.keller@denvergov.org) by 8:00 AM on **Thursday, June 15, 2017**. 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, June 13, 2017**.