

POSTING IS REQUIRED

Classification Notice No. 1544

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: July 7, 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 Associate Internal Auditor (V-808).

Currently there are 4 levels of Internal Auditor classifications: Staff (Non-exempt), Senior (Exempt), Lead (Exempt), and Supervisor (Exempt). It is proposed to create an Associate Internal Auditor classification to provide a competitive career path for employees coming in at the entry level of Staff Internal Auditor. The proposed classification, Associate Internal Auditor, will create an opportunity for the Staff Internal Auditor to move from a non-exempt role to an exempt role after successfully completing one year of on-the-job experience. The Auditor's Office expects the Staff Internal Auditor to function independently and use independent judgement after one year of on-the-job experience as their work develops into an intermediate level. This new classification provides an intermediate level to the Internal Auditor series and allows the Staff Internal Auditor to move from entry level to intermediate level before becoming a Senior Internal Auditor creating 5 levels of Internal Auditor classifications. Staff, Associate, Senior, Lead, and Supervisor.

NEW CLASS

Proposed Title

Associate Internal Auditor

Proposed Pay Grade

V-808 (\$51,170-\$66,521-\$81,872)

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 July 20, 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 Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Thursday, July 20, 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 at (720) 913-5650 no later than noon on **Tuesday, July 18, 2017**.