

POSTING IS REQUIRED

Classification Notice No. 1545

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: July 21, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classes called Permit Review Technician I (E-618), Permit Review Technician II (E-620), Lead Permit Review Technician (E-621), Plans Review Specialist I (E-623), and Plans Review Specialist II (E-625). This proposed change also amends the Classification and Pay Plan by abolishing the titles of Plans Review Technician, Associate Plans Review Technician, and Senior Plans Review Technician.

In March of 2012, the Annual Pay Survey conducted by the Office of Human Resources made a determination that the Plans Review Technician series' current level of pay was trailing the market average by over 10%, and to amend this situation it was recommended that the Plans Review Technician series pay grades be bumped up by four pay grades each, resulting in 19.48% pay increases for all impacted employees within these classifications. The following illustrates the pay grade movements that were effective on January 1, 2013:

Classification	Pay Grade Prior to 1/1/2013	Pay Grade After 1/1/2013
Plans Review Technician	E-616	E-620
Associate Plans Review Technician	E-618	E-622
Senior Plans Review Technician	E-621	E-625

The 2012 Annual Pay Survey failed to address management concerns with the above recommendations, these movements created inequities with other classifications within these organizations, which were not considered, and there was no prior evaluation of the varying levels of duties and responsibilities within the series at that time.

A Plans Review Technician Study was initiated based on the above concerns, and these classifications had not been reviewed in over 15 years since they were originally established. Studies of classifications and occupational groups are regularly conducted in order to ensure that job descriptions are up-to-date and accurately reflect the work performed by incumbents within those jobs and positions, and to also ensure that the city pays competitive market rates of pay for similar types and levels of work being performed within the marketplace.

NEW CLASSES

<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
Permit Review Technician I	E-618 (\$21.34-\$26.25-\$31.16)
Permit Review Technician II	E-620 (\$23.33-\$28.70-\$34.06)
Lead Permit Review Technician	E-621 (\$24.39-\$30.00-\$35.61)
Plans Review Specialist I	E-623 (\$26.66-\$32.79-\$38.92)
Plans Review Specialist II	E-625 (\$29.14-\$35.84-\$42.54)

ABOLISHMENTS

<u>Classification Title</u>	<u>Pay Grade</u>
Plans Review Technician	E-620
Associate Plans Review Technician	E-622
Senior Plans Review Technician	E-625

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 August 3 at 4:30 PM** 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, August 3, 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, August 1, 2017**.