

POSTING IS REQUIRED

Classification Notice No. 1547

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 7, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades for the following classes: Outreach Case Coordinator, Outreach Case Coordinator Supervisor, Program Quality Assurance Technician, Workers' Compensation Claims Supervisor, Staff Tax Auditor, Senior Tax Auditor, Lead Tax Auditor, and Tax Audit Supervisor.

In April 2017, the Career Service Board approved the annual Pay Survey market analysis. Included in those recommendations, were individual pay grade adjustments and corresponding employee pay increase effective 1/1/2018 for 142 classifications. The approved individual pay grade adjustments created unanticipated issues within certain existing organizational career paths and structure for classifications who have relationships to other classifications who were approved for an individual pay grade adjustment. This is a request to amend the 2017 Pay Survey market analysis and add additional classification titles that were not included in the original list of approved individual pay grade adjustments. These classifications are proposed to receive an individual pay grade adjustment and the employees would receive the associated pay grade increases effective 1/1/2018. The additional classifications are used at Denver Human Services and the Department of Finance.

PAY GRADE CHANGE ONLY

Classification Title

Outreach Case Coordinator
Outreach Case Coordinator Supervisor
Program Quality Assurance Technician
Workers' Compensation Claims Supervisor
Staff Tax Auditor
Senior Tax Auditor
Lead Tax Auditor
Tax Audit Supervisor

Current Pay Grade

A-613 (\$18.84–\$23.18–\$27.51)
A-807 (\$50,038–\$65,050–\$80,061)
A-615 (\$20.60–\$25.34–\$30.08)
A-810 (\$61,128–\$79,467–\$97,805)
V-619 (\$23.53–\$28.95–\$34.36)
V-810 (\$58,475–\$76,018–\$93,530)
V-811 (\$62,510–\$81,263–\$100,016)
V-813 (\$71,434–\$92,864–\$114,294)

Proposed Pay Grade

A-615 (\$20.60–\$25.34–\$30.08)
A-809 (\$57,182–\$74,337–\$91,491)
A-617 (\$22.52–\$27.70–\$32.88)
A-812 (\$69,855–\$90,812–\$111,768)
V-620 (\$24.60–\$30.26–\$35.92)
V-811 (\$62,510–\$81,263–\$100,016)
V-812 (\$66,823–\$86,870–\$106,917)
V-814 (\$76,363–\$99,272–\$122,181)

It is requested that these changes be effective on the same day of the effective date of the Pay Survey individual pay grade adjustments that were approved on April 20, 2017, and all effective dates and pay impact benefits provided to all incumbents in impacted classes as provided in the 2017 Pay Survey. This includes the effective date, which is requested to be effective on 1/1/2018.

The Executive Director of the Office of Human Resources 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, September 21, 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 **Wednesday, September 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, September 19, 2017**.