

POSTING IS REQUIRED

Classification Notice No. 1550

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: October 19, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Licensing Technician to Licensing Technician I, and creates a new class called Licensing Technician II (C-616).

The Excise & Licenses (EXL) Department requested that OHR conduct a classification study of their Licensing Technician classification. OHR was asked to create a second classification based off of duties that some of the current Licensing Technicians were performing. Creating the second level for EXL would create a career path to help with employee engagement and to help retain employees.

Job analysis questionnaires were sent to current Licensing Technicians. This was done to distinguish between the duties of each level and to ensure a second level was needed. After much analysis, it was determined by OHR that indeed there was a need to create a second level. Because of this, OHR is changing the title of the Licensing Technician to Licensing Technician I and creating a Licensing Technician II. The Licensing Technician I performs intermediate level work processing routine licenses whereas the Licensing Technician II performs full performance work processing complex licenses, performs quality control on licenses that the Licensing Technician I's process, works closely with attorneys, and schedules public hearings.

TITLE CHANGE ONLY

Current Classification Title
Licensing Technician

Proposed Classification Title
Licensing Technician I

NEW CLASS

Proposed Classification Title
Licensing Technician II

Proposed Pay Grade
C-616 (\$20.43-\$25.13-\$29.83)

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 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, November 2, 2017 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Wednesday, November 1, 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, October 31, 2017**.