

POSTING IS REQUIRED

Classification Notice No. 1552

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 20, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classification called Marketing/Communications Director at pay grade A-816.

Currently, there is one management level for the Marketing, Public Relations, and Communications classification series, which is the Marketing/Communications Manager (A-814). As a result of an individual position audit within the Office of Human Resources, it is proposed to create a new classification called Marketing/Communications Director (A-816). This will provide a classification for large departments, agencies and/or divisions that have a city-wide impact that includes developing and implementing annual and multi-year work plans, while implementing strategies to ensure resources are available to achieve work plans and resolve complex business issues. With the proposed classification of Marketing/Communications Director, the Marketing/Communications Manager job specification has been revised and will be utilized by smaller departments, agencies or unit in a larger organization that will focus on operational rather than strategic objectives.

NEW CLASS

Proposed Title

Marketing/Communications Director

Proposed Pay Grade

A-816 (\$91,224-\$118,591-\$145,958)

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, December 7, 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 **Sunday, December 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, December 5, 2017**.