

POSTING IS REQUIRED

Classification Notice No. 1555

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: January 4, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification called Career Service Hearings Officer at pay grade L-821.

At the request of Career Service Board, it is proposed to create a new classification, Career Service Hearings Officer. This will provide a specific description of the duties and responsibilities of hearings officers assigned to work in the Career Service Hearings Office. This new class will attract and retain the most skilled and qualified employees to the Hearings Office.

NEW CLASS

Proposed Title

Career Service Hearings Officer

Proposed Pay Grade

L-821 (\$122,432–\$159,162–\$195,891)

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, January 18, 2018 at 9:00 AM** 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, January 17, 2018**. 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, January 16, 2018**.