

POSTING IS REQUIRED

Classification Notice No. 1556

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: January 18, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating two new classifications called Application Support Administrator Associate at pay grade A-809, and Application Support Administrator Senior at pay grade A-811.

Recently, the Classification and Compensation Division of the Office of Human Resources received an Individual Position Audit from the City Attorney's Office to audit an employee from Management Analyst II to Management Analyst III. This individual is a superuser for the agency's Justware software application, which is the Prosecution and Code Enforcement's case management system that is used to store evidence, notes and other information related to cases and people. Based on the findings of this audit, the Management Analyst III or any other job classification within the city did not provide an appropriate match to her position's duties. After consulting with Technology Services, it was determined that this proposed classification series would provide a citywide benefit where other employees in the city whose primary responsibilities involve supporting off-the-shelf software. These responsibilities include, but are not limited to installing, configuring, testing, monitoring and troubleshooting, as well as application security process, user setup, overseeing installation and/or upgrade of software application. This proposal will provide for an intermediate level and a senior level, Application Support Administrator Associate and Application Support Administrator Senior.

NEW CLASS

Proposed Title

Application Support Administrator Associate
Application Support Administrator Senior

Proposed Pay Grade

A-809 (\$57,182-\$74,337-\$91,491)
A-811 (\$65,346-\$84,950-\$104,554)

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, February 1, 2018 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, January 31, 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 30, 2018**.