

POSTING IS REQUIRED

Classification Notice No. 1558

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: February 1, 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 Fraud Claims Investigator at pay grade A-616.

The Fraud Claims Investigator conducts investigations, determines claim establishment, pursues intentional program violations and fraud, pursues collections, reviews and refers cases and claims for civil, criminal and administrative proceedings for Denver Human Services programs (DHS).

Currently there are nine (9) employees at DHS that are incorrectly classified as Collections Investigators. The Collections Investigator (non-exempt) is currently in pay grade N-616, with a midpoint of \$24.30, in the Enforcement/Compliance/Protective Service salary plan and is typically reserved for Denver County Courts Agency. It is proposed to create a Fraud Claims Investigator (non-exempt) in pay grade A-616 in the General Administrative salary plan. The Fraud Claims Investigator will replace the Collections Investigator classification at DHS and will provide a competitive career path for employees who have three (3) years of experience determining eligibility for public assistance programs.

NEW CLASS

Proposed Title

Fraud Claims Investigator

Proposed Pay Grade

A-616 (\$21.54-\$26.50-\$31.45)

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 15, 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, February 14, 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, February 13, 2018**.