

POSTING IS REQUIRED

Classification Notice No. 1560

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: March 22, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications called Senior Usher at pay grade Z-115 and Lead Usher at pay grade Z-117.

At the request of Arts and Venues, a study was conducted on the Usher classification. The Usher classification has historically been four levels combined into one classification and one pay range. This became an issue when two employees were going to be over range. This triggered the need to conduct a study of Ushers. It is proposed to instead have three separate classification levels, called Usher, Senior Usher and Lead Usher. The existing Usher classification was updated to describe the lowest level. Ushers assist patrons with seating arrangements, collecting admission tickets, searching for lost articles and locating restrooms. The second level is a new class called Senior Usher. This class will plan, assign and lead the work of Ushers, assist the Lead Usher with facilitating on the job training and coordinate setup and breakdown for events. The Lead Usher is the third and highest level and will schedule, oversee and coordinate the work assignments of all lower level staff and ensure proper coverage for the event. This position also communicates issues to the Patron Services Manager for resolution. Creating these new classifications establishes a career path for these employees. All three classification levels will be on-call positions.

NEW CLASS

<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
Senior Usher	Z-115 (\$11.57-\$13.71-\$15.85)
Lead Usher	Z-117 (\$13.31-\$15.77-\$18.23)

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, April 5, 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, April 4, 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, April 3, 2018**.