

POSTING IS REQUIRED

Classification Notice No. 1568

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 5, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of the classification of Booking Coordinator.

Denver Arts & Venues has requested OHR review the current classifications of employees working in booking events into the city operated and owned facilities. Existing employees are classified in general titles, but the existing classification of Booking Coordinator describes the work at the type and level performed by employees coordinating booking activities at Red Rocks Amphitheatre, Denver Coliseum, McNichols Building, and the Denver Performing Arts Complex. This is a request to change the exemption status of this currently vacant classification, which requires changing the pay grade from the current exempt pay grade of A-810 to the proposed non-exempt pay grade of A-620. This change is appropriate based on the duties of this classification. Additionally, this will provide a clearer career path for employees performing this type and level of work.

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
Booking Coordinator	A-810 (\$62,465-\$81,205-\$99,944)	A-620(\$26.29-\$32.34-\$38.38)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board, but use for longer than six months is contingent upon City Council approval.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday, July 19, 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, July 18, 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, July 17, 2018**.