

POSTING IS REQUIRED

Classification Notice No. 1571

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 20, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Human Services Operations Supervisor (A-809) and Human Services Operations Manager (A-812). The proposed change also abolishes the classifications of Eligibility Supervisor and Outreach Case Coordinator Supervisor.

In April 2017 and in August 2017, the Career Service Board approved the annual Pay Survey Market Analysis and Pay Survey Market Analysis amendment that upgraded the Eligibility Technician series by two pay grades for positions at Denver Human Services (DHS) as outlined below.

Job Code	2017 Eligibility Technician Series Pay Survey Market Changes	Old Pay Grade	New Pay Grade
CA2655	Eligibility Tech I	A-611	A-613
CA2691	Eligibility Tech II	A-612	A-614
CA2667	Lead Eligibility Tech	A-613	A-615
CA2666	Eligibility Specialist	A-613	A-615
CA2668	Outreach Case Coordinator	A-613	A-615
CA2905	Program Quality Assurance Tech (PQAT)	A-615	A-617
CA2691	Eligibility Supervisor	A-807	A-809
CA2692	Outreach Case Coordinator Supervisor	A-807	A-809

Because of the pay survey market changes made in 2017 to the Eligibility Technician series, compression issues and career pathing issues were identified with DHS employees in the city-wide classifications of Operational Supervisor I (A-808) and Operational Supervisor II (A-810). When the Eligibility Supervisor (A-809) and the Outreach Case Coordinator Supervisor (A-809) were upgraded from A-807 to A-809, the Operational Supervisor I (A-808) became subordinate to both positions. The Operational Supervisor I report to the Operational Supervisor II and the Eligibility Supervisor report to the Operational Supervisor II. Therefore, it is proposed to create two new classifications (Human Services Operations Supervisor and Human Services Operations Manager) which will restore the full staff-to-management career pathing within Human Services. It is also proposed to abolish the Eligibility Supervisor and Outreach Case Coordinator Supervisor classifications to allow for the employee reallocation to the new proposed classifications.

NEW CLASSIFICATIONS

Proposed Classification Title
Human Services Operations Supervisor
Human Services Operations Manager

Proposed Pay Grade
A-809 (\$58,433-\$75,963-\$93,493)
A-812 (\$71,382-\$92,797-\$114,211)

ABOLISHMENTS

Classification Title

Eligibility Supervisor

Outreach Case Coordinator Supervisor

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, August 2, 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 **Thursday, August 2, 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 31, 2018**.