

POSTING IS REQUIRED

Classification Notice No. 1573

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 31, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Legislative Policy Analyst Senior at pay grade A-814. The proposed change also amends the Classification and Pay Plan by changing the title of Legislative Assistant to Council Deputy Clerk, City Council Clerk to Council Clerk, and City Council Legislative Analyst to Legislative Policy Analyst.

City Council recently asked OHR to review its current classification structure within the central office. Specifically, they asked OHR to update the existing classification titles to better align with the work performed. Additionally, the central office requested a new classification to distinguish levels and create a career path for individuals performing policy analysis work.

NEW CLASSIFICATION

<u>Proposed Classification Title</u> Legislative Policy Analyst Senior	<u>Proposed Pay Grade</u> A-814 (\$81,572-\$106,044-\$130,515)
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TITLE CHANGES

<u>Current Classification Title</u> Legislative Assistant City Council Clerk City Council Legislative Analyst	<u>Proposed Classification Title</u> Council Deputy Clerk Council Clerk Legislative Policy Analyst
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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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 13, 2018**. Please include a contact name and phone number so that we may respond directly.