



**POSTING IS REQUIRED**

**Classification Notice No. 1584**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** February 1, 2019  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new classifications of Compliance-Certification Officer Staff (A-807), Compliance-Certification Officer Associate (A-809), Compliance-Certification Officer Senior (A-811), and Compliance-Certification Officer Supervisor (A-812).**

The proposed new job classifications are a part of a classification study for the Office of Economic Development (OED). City Council requested the study via OED and were concerned that current employees did not have the right skill set to perform the essential functions of these positions. The Classification and Compensation Division of the Office of Human Resources has been working with OED to update and create new job classification series based on the city's needs and market trends. These new job classifications will be very beneficial during the recruitment process, ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are in the correct job classification and are being compensated based on market data for the correct job classification.

**NEW CLASSIFICATIONS**

<b><u>Proposed Class Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
Compliance-Certification Officer Staff	A-807 (\$51,133-\$66,473-\$81,813)
Compliance-Certification Officer Associate	A-809 (\$58,433-\$75,693-\$93,493)
Compliance-Certification Officer Senior	A-811 (\$66,775-\$86,808-\$106,840)
Compliance-Certification Officer Supervisor	A-812 (\$71,382-\$92,797-\$114,211)

**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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, February 14, 2019**. Please include a contact name and phone number so that we may respond directly.

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