



**POSTING IS REQUIRED**

**Classification Notice No. 1589**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** March 7, 2019  
**Subject:** Proposed Change to the Classification and Pay Plan

In March 2018, the Classification and Compensation Division of the Office of Human Resources initiated a Citywide Management Analyst Job Classification Study. The purpose of the study was to ensure that incumbents in the Management Analyst Series were performing the essential duties of this classification and to identify incumbents whose main job duties were outside of the Management Analyst job series. The Management Analyst Study involved 6 job classifications (Management Analyst I, II, III, IV, OIM and Supervisor), encompassing 150 incumbents in 22 departments/agencies across the City and County of Denver.

As a result of this study, it is proposed to change the Classification and Pay Plan by creating five (5) new classifications: Crime Data Analyst Associate (N-809), Crime Data Analyst Senior (N-811), Continuous Improvement Specialist II (A-809), Continuous Improvement Specialist III (A-811), and Continuous Improvement Specialist IV for positions performing work of these types and levels.

Additionally, 80 employees will remain in their current classifications. Twenty-eight (28) employees will be reclassified into existing job classifications, 13 employees will be reclassified into a new Crime Data Analyst Series for the Denver Police Department and 14 employees will be reallocated into a new Continuous Improvement Specialist series. Fifteen (15) employees were either promoted or reallocated into other existing classification titles during the study.

**NEW CLASSIFICATION(S)**

<b>Job Code</b>	<b>Proposed Classification Title</b>	<b>Proposed Pay Grade</b>	<b>Proposed Pay Range</b>
CN3134	Crime Data Analyst Associate	N-809	\$53,694 – \$69,802 – \$85,910
CN3135	Crime Data Analyst Senior	N-811	\$61,360 – \$79,768 – \$98,176
CA3136	Continuous Improvement Specialist II	A-809	\$58,433 – \$75,963 – \$93,493
CA3137	Continuous Improvement Specialist III	A-811	\$66,775 – \$86,808 – \$106,840
CA3138	Continuous Improvement Specialist IV	A-813	\$76,307 – \$99,199 – \$122,091

**JOB TITLE REVISIONS**

<b>Job Code</b>	<b>Current Classification Title</b>	<b>Revised Classification Title</b>
CA2251	Management Analyst I	Management Analyst Staff
CA2252	Management Analyst II	Management Analyst Associate
CA2412	Management Analyst II Hourly	Management Analyst Associate Hourly

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LA2400	Management Analyst II	Management Analyst Associate
CA2253	Management Analyst III	Management Analyst Senior
CA3031	Management Analyst III Hourly	Management Analyst Senior Hourly
LA2876	Management Analyst III	Management Analyst Senior
MA2284	Management Analyst III	Management Analyst Senior
CA2254	Management Analyst IV	Management Analyst Specialist
FA2814	Management Analyst IV	Management Analyst Specialist
FA2137	Management Analyst, OIM	Management Analyst OIM

*Classification titles are being revised to match the City's job title naming convention.*

**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, March 21, 2019 at 9:00 AM** in the Webb Municipal Building, 4<sup>th</sup> floor, Room 4.G.2, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Wednesday, March 20, 2019**. 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](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, March 19, 2019**.