



**POSTING IS REQUIRED**

**Classification Notice No. 1591**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** March 14, 2019  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Denver Animal Shelter Assistant at pay grade C-613, by changing the classification pay grade for the Animal Care Attendant to O-606 and abolishing the Veterinary Assistant classification.**

Denver Animal Shelter submitted an audit request for Career Service employees, requesting that these employees be reallocated to a new position based on different lifting requirements for the current position they are in. These employees will be reallocated from an Administrative Assistant Support IV to a Denver Animal Shelter Assistant with lifting requirements of 3-Medium (20-50 lbs.). This is a new classification and does not currently exist in the Career Service system.

In addition, Denver Animal Shelter submitted an audit request for the Animal Care Attendant which is currently classified at J-607. As a result of the audit, this classification is more closely aligned with classifications in the Healthcare occupational group. The Animal Care Attendant will move from the Maintenance & Operations (J-607) occupational group to the Healthcare occupational group (O-606). Finally, the Veterinary Assistant, which is not being used by the Denver Animal Shelter, will be abolished (O-606).

**NEW CLASSIFICATION**

<b><u>Proposed Classification Title</u></b>	<b><u>Proposed Pay Grade</u></b>
Denver Animal Shelter Assistant	C-613 (\$18.41-\$26.88)

**CLASSIFICATION PAY GRADE CHANGES**

<b><u>Classification Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade</u></b>
Animal Care Attendant	J-607 (\$13.46-\$19.65)	O-606 (\$14.55-\$21.24)

**CLASSIFICATION ABOLISHMENTS**

<b><u>Classification Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>
Veterinary Assistant	O-606 (\$14.55-\$21.24)

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](mailto:compensation@denvergov.org) by 8:00 AM on March 29, 2019. Please include a contact name and phone number so that we may respond directly.

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