



POSTING IS REQUIRED

Classification Notice No. 1605

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 3, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification series for the Document Management Technicians and replaces the existing classification. The current Document Management Technician (CC2926) classification will be abolished.

Denver Human Services (DHS) uses the Document Management Technician (DMT) classification generically to support content management activities with the organization. Since 2015, employees in this classification have formed into different teams with varying responsibilities. The need was identified to create a series for this classification that recognizes the distinct work done by different teams. The proposed DMT series establishes a career ladder that includes Administrative Support Assistant (ASA) classifications reallocating to the more complex level of work being performed by the DMT classifications. The proposed series anchors the DMT classifications to the ASA series to ensure that the career ladder remains intact when the ASA series will see a one (1) pay grade adjustment on 1/1/20 due to the annual CCD Pay Survey recommendations that was approved in 2019. The DMT Technician Supervisor will not see a one (1) pay grade adjustment on 1/1/20.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CC3143	Document Management Technician I	C-612 (\$17.61-\$21.66-\$25.71)
CC3144	Document Management Technician II	C-613 (\$18.41-\$22.65-\$26.88)
CC3145	Document Management Technician Lead	C-614 (\$19.25-\$23.68-\$28.11)
CC3146	Document Management Technician Supv	C-618 (\$23.01-\$28.30-\$33.59)

CLASSIFICATION ABOLISHMENT(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade & Range</u>
CC2926	Document Management Technician	C-612 (\$17.61-\$21.66-\$25.71)

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.”

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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, July 18, 2019 at 9:00 AM** in the Webb Municipal Building, 4th 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 by 8:00 AM on **Thursday, July 18, 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 at (720) 913-5650 no later than noon on **Tuesday, July 16, 2019**.