



POSTING IS REQUIRED

Classification Notice No. 1610

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 26, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Deputy City Surveyor at pay grade E-817 and by changing the classification pay grade for City Surveyor from E-818 to E-819.

An individual audit request prompted a review of the City Surveyor classification. The division has changed gradually over the course of several years, due to demands and scope of the Surveying service requirements. As a result, the division has grown from 15 to over 30 employees including professional land surveying, contracting and plans review functions. First, the Office of Human Resources (OHR) is proposing to create a new classification called Deputy City Surveyor at pay grade E-817. Second, OHR is proposing to change the pay grade of City Surveyor from E-818 to E-819. The Deputy City Surveyor is responsible for managing the surveying functions and professional land surveyors while the City Surveyor is directing the surveying functions and is the city surveying expert. The City Surveyor was also revised to capture the higher-level duties and to clarify the distinction between both classifications.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CE3201	Deputy City Surveyor	E-817 (\$89,369 - \$116,180 - \$142,990)

PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CE0381	City Surveyor	E-818 (\$95,535-124,196-\$152,856)	E-819(\$102,127-132,765-\$163,403)

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, August 8, 2019**. Please include a contact name and phone number so that we may respond directly.

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