



POSTING IS REQUIRED

Classification Notice No. 1616

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 23, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Surplus Warehouse Technician (J-616).

A new classification is recommended for the Surplus Warehouse division of General Services. The warehouse has been using a classification (Stockkeeper III) that only captured a portion of the duties that the staff in the warehouse are responsible for. In conjunction with Surplus Warehouse management, Class & Comp has developed a classification that accounts for the unique responsibilities of these employees. These duties include shipping/receiving of materials, inventory management, posting and sale of items through web-based portal, interaction with customers, pickup of materials from various city facilities, item research for pricing, and close liaising with DPD, DSD, and DEN.

NEW CLASSIFICATION(S)

Job Code	Proposed Class Title	Proposed Pay Grade & Range
CJ3216	Surplus Warehouse Technician	J-616 (\$20.25 - \$24.91 - \$29.57)

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, September 5, 2019**. Please include a contact name and phone number so that we may respond directly.

Office of Human Resources
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202
p: 720.913.5751 | f: 720.913.5720
www.denvergov.org/humanresources