



**POSTING IS REQUIRED**

**Classification Notice No. 1618**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** August 30, 2019  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade and job title for the 911 Systems Administrator I classification.**

The non-exempt 911 Systems Administrator job classification was established in 2013 and a review of the pay grade was recently conducted. In 2013, no benchmark salary survey data was available and a custom survey was sent to surrounding cities and counties. The results of the 2013 survey were that 911 Systems Administrators were paid as the same rate as other Systems Administrator elsewhere in these organizations. The level of work of the 911 Systems Administrator is at the intermediate level or that of an Associate Systems Administrator. As a result of this 2013 survey, a pay relationship was established to the non-exempt Staff Systems Administrator plus four pay grades to obtain the pay range similar to the exempt Associate Systems Administrator level. In 2013, the midpoint spread between the 911 Systems Administrator and the Associate Systems Administrator was 3.2%. Today, the midpoint spread is 5.7%. In 2019, there is still no market data available for the 911 Systems Administrator, and the existing internal pay relationship is being utilized to re-establish the pay grade/range. It is proposed to create a new pay grade/range (I-627) and upgrade the 911 Systems Administrator I to Pay Grade I-627 in order to reduce the midpoint spread between the Associate Systems Administrator and the 911 Systems Administrator I from 5.7% down to 1.1%.

**PAY GRADE CHANGE**

<b>Classification Title</b>	<b>Current Pay Grade/Range</b>	<b>Proposed Pay Grade/Range</b>
911 Systems Administrator I	I-626 (\$33.45 - \$41.15 - \$48.84)	I-627 (\$34.97 - \$43.02 – \$51.06)

**JOB TITLE CHANGE**

<b>Current Classification Title</b>	<b>Proposed Classification Title</b>
911 Systems Administrator I	911 Systems Administrator

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 **Thursday, September 12, 2019**. Please include a contact name and phone number so that we may respond directly.

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