



**POSTING IS REQUIRED**

**Classification Notice No. 1621**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** September 20, 2019  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new job classifications of Workday Analyst Associate, Workday Analyst Senior, Workday Analyst Specialist, and Payroll Systems Administrator.**

In 2005, City leadership decided to centralize information technology (IT) job classifications under Technology Services (TS) and other IT divisions within the City and County of Denver\* for the following reasons: secure the city; leverage economies of scale; gain expertise, variety, and backup of IT positions; reduce single point of failure; and ensure that IT employees have the appropriate skills. The Office of Human Resources (OHR) in partnership with Technology Services (TS) recently conducted a study to determine how many Information Technology positions were assigned to departments/agencies outside of IT divisions. A total of 18 employees are assigned to IT job classification, but not assigned to an IT division. One of the results of this study was the creation of the Payroll Systems Administrator and Workday Analyst job classification series. The Department of Finance has two employees assigned to the following job classifications: IT ERP Systems Analyst Senior and IT Systems Analyst Senior. The Office of Human Resources has 2 employees assigned to the IT ERP Systems Analyst Senior job classification. The new Workday Analyst and Payroll Systems Administrator job classifications could be used to reallocate these employees, if they are not grandfathered, and these classifications can also be used for additional employees as the city continues to utilize Workday systems in OHR, Payroll, Finance and Purchasing.

*\*Other departments/agencies with IT divisions: Clerk & Recorder, District Attorney, Denver County Court, Denver International Airport, Denver Human Services, and Denver Public Library.*

**NEW CLASSIFICATION(S)**

<b><u>Job Code</u></b>	<b><u>Proposed Class Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CA3210	Workday Analyst Associate	A-809 (\$58,433 - \$75,963 - \$93,493)
CA3211	Workday Analyst Senior	A-812 (\$71,382 - \$92,797 - \$114,211)
CA3212	Workday Analyst Specialist	A-814 (\$81,572 - \$106,044 - \$130,515)
CA3209	Payroll Systems Administrator	A-814 (\$81,572 - \$106,044 - \$130,515)

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, October 3, 2019**. Please include a contact name and phone number so that we may respond directly.

**Office of Human Resources**  
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