



POSTING IS REQUIRED

Classification Notice No. 1631

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 15, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Animal Shelter Administrative Support Supervisor and changing the title of Denver Animal Shelter Assistant to Animal Shelter Assistant.

Due to recent organizational changes, Denver Animal Protection (DAP) identified a need to create an Animal Shelter Administrative Support Supervisor. This position will supervise the Denver Animal Shelter Assistant (C-613). The Animal Shelter Administrative Support Supervisor (C-806) is a career path for the Denver Animal Shelter Assistant (C-613).

In addition, because of this new classification, it is recommended to change the title of Denver Animal Shelter Assistant to Animal Shelter Assistant to decrease the length of the title and to match the new classification title of Animal Shelter Administrative Support Supervisor.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CC3203	Animal Shelter Administrative Support Supervisor	C-806 (\$47,182 - \$75,492)

CLASSIFICATION TITLE CHANGE

<u>Current Class Title</u>	<u>Proposed Class Title</u>
Denver Animal Shelter Assistant	Animal Shelter Assistant

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

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, December 19, 2019 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

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Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, December 19, 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, December 17, 2019**.