



**POSTING IS REQUIRED**

**Classification Notice No. 1633**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** April 03, 2020  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the Environmental Public Health Investigator classifications pay grade and range as well as changing the FLSA status of the EPHI II & III. The Animal Control Investigator series will also be abolished.**

The Department of Labor’s (DOL) Fair Labor Standards Act (FLSA) governs position classifications as exempt or non-exempt from minimum wage and overtime, and this law applies to all positions at the City and County of Denver. Positions that are exempt from overtime must meet very specific criteria, such as paying a minimum salary amount, paying on a salary basis, and passing a specific job duties test. Classification and Compensation and the City Attorney’s Office (CAO) have reviewed the Environmental Public Health Investigator classifications with these criteria in mind and have determined a need to assign the Environmental Public Health Investigator II (EPHI II) and the Environmental Public Health Investigator III (EPHI III) from the FLSA status of exempt to non-exempt. We are requesting the effective date of June 7, 2020 for these classification changes, which is the beginning of the pay period.

Due to organizational changes within Denver Animal Protection (DAP), it is proposed to abolish the Animal Control Investigator classifications.

**CLASSIFICATION PAY GRADE CHANGE(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CE2264	Env Public Health Investigator I	E-620 (\$23.59-\$34.44)	E-623 (\$26.95-\$39.35)
CE2265	Env Public Health Investigator II	E-811 (\$59,886-\$95,818)	E-626 (\$30.80-\$44.97)
CE2848	Env Public Health Investigator III	E-812 (\$64,018-\$102,429)	E-628 (\$33.67-\$49.16)

**CLASSIFICATION ABOLISHMENT(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>
CN2803	Animal Control Investigator I	N-615 ( \$19.32-\$28.21)
CN1809	Animal Control Investigator II	N-617 (\$21.12-\$30.84)
CN1808	Animal Control Investigator Supv	N-622 (\$26.38-\$38.51)

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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.

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Provisional classifications resulting from changes to the classification and 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. However, we are requesting the effective date of June 7, 2020 for these classification changes, which is the beginning of the pay period.

**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, April 16, 2020 at 9:00 AM**. The public hearing starts at 9:00 AM and will be conducted through a provided conference call number and available digital link through public notice of the agenda, released no later than two days prior to the scheduled meeting.

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, April 16, 2020**. 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](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, April 14, 2020**.