



**POSTING IS REQUIRED**

**Classification Notice No. 1637**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** January 31, 2020  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Outreach Trainer (CA3139) and abolishing the Outreach Trainer Hourly (CA3140) classification.**

The Office of Emergency Management has requested that the Outreach Trainer classification be modified due to difficulty in recruitment. The Outreach Trainer develops training curriculum and materials, provides training, and evaluates the effectiveness of the training program for members of the public. The Outreach Trainer Hourly classification will be abolished as it is no longer necessary.

**CLASSIFICATION PAY GRADE CHANGE(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3139	Outreach Trainer	A-809 (\$58,433-\$75,963-\$93,493)	A-621 (\$27.49-\$33.82-\$40.14)

**CLASSIFICATION ABOLISHMENT(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>
CA3140	Outreach Trainer Hourly	A-809 (\$58,433-\$75,963-\$93,493)

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, February 13, 2020**. Please include a contact name and phone number so that we may respond directly.

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