



POSTING IS REQUIRED

Classification Notice No. 1654

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: June 12, 2020
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Business License Inspector Supervisor (CN3280).

OHR conducted a citywide study on the City Inspector classification series which is used across various departments throughout the city. This series includes a Chief Inspector classification which is written to supervise City Inspectors. The classification is being changed to City Inspector Supervisor. There is currently one employee in Excise and Licenses that is in the Chief Inspector classification but is overseeing Business License Inspectors, not City Inspectors. As a result of the study, a new classification called Business License Inspector Supervisor was created to capture the duties and responsibilities of this position.

The primary duties of this new classification are to perform supervisory duties over employees who perform investigation and enforcement work to ensure compliance with federal, state, and municipal codes, rules and regulations related to marijuana, liquor, food establishments, short term rentals and various other regulated businesses. This position also conducts investigations on new marijuana and liquor licenses to ensure proximity complies with State of Colorado statute.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CN3280	Business License Inspector Supervisor	N-810 (\$57,399 - \$74,619 - \$91,838)

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 by 8:00 AM on **Thursday, June 25, 2020**. Please include a contact name and phone number so that we may respond directly.

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