



**POSTING IS REQUIRED**

**Classification Notice No. 1655**

**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 City Clerk Administrator (CA3239).**

The Clerk & Recorder has requested the following proposed new job classification. Currently, the essential job duties of the City Clerk Administrator are not reflected in their current classifications of Administrator I job specification.

**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>
CA3239	City Clerk Administrator	A-810 (\$62,465 - \$81,205 - \$99,944)

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, June 25, 2020**. Please include a contact name and phone number so that we may respond directly.

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