



**POSTING IS REQUIRED**

**Classification Notice No. 1657**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** July 17, 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 HR Leave Administration Coordinator (A-807) to (A-620) and abolishing the HR Leave Technician (CA2874).**

As result of ongoing classification maintenance by the Office of Human Resources, it proposed to change the HR Leave Administration Coordinator from exempt to non-exempt under the Fair Labor Standards Act issued by the US Department of Labor resulting from a review of the duties and responsibilities. This change requires updating the pay grade of this classification from pay grade A-807 to A-620.

**CLASSIFICATION PAY GRADE CHANGE**

<u>Job Code</u>	<u>Class Title</u>
CA3011	HR Leave Administration Coordinator
LA3029	HR Leave Administration Coordinator

<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
A-807 (\$51,133-\$66,473-\$81,813)	A-620 (\$26.29-\$32.34-\$38.38)
A-807 (\$51,133-\$66,473-\$81,813)	A-620 (\$26.29-\$32.34-\$38.38)

**CLASSIFICATION ABOLISHMENT**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>
CA2874	HR Leave Technician	A-616 (\$22.01-\$27.07-\$32.13)

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, July 30, 2020**. Please include a contact name and phone number so that we may respond directly.

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