



**POSTING IS REQUIRED**

**Classification Notice No. 1659**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** August 7, 2020  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by abolishing various classifications from the city’s classification structure.**

Every year the Classification and Compensation team reviews classifications not being utilized for potential abolishment from the city’s classification structure. Classification and Compensation partners with HRTI to develop the list of classifications that meet the following criteria:

- 1.) The class was created before the start of Workday (1/1/17)
- 2.) The class is not currently in use by any agency (0 incumbents)

Available Workday reporting tools offered insight into how long the classification has been vacant, in conjunction with vetting these unused classifications with the Compensation team, and with the appropriate stakeholders at each agency, to confirm that agencies don’t intend to use these unused classifications in the future. As a result, we are proposing to abolish 10 classifications through our annual review and cleanup of non-utilized classifications.

**CLASSIFICATION ABOLISHMENT(S)**

Job Code	Pay Grade	Classification Title
CA0744	A-813	Concession & Asset Supervisor
CA3001	A-813	EEO Administrator
RG2112	Z-118	Fitness Instructor Non-Certified
CA2994	A-807	HR Business Partner Associate
CA3020	A-808	HR Service Center Supervisor
CO2718	O-817	Lead Pharmacist
CJ2553	J-610	Maintenance Assistant
CV2453	V-810	Risk Analyst
CJ2077	J-609	Transportation Worker
CJ2040	J-610	Transportation Worker Senior

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

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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

**Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, August 20, 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, August 20, 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, August 18, 2020**.