



POSTING IS REQUIRED

Classification Notice No. 1660

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 18, 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 Zoning Inspection Specialist (CE3284).

OHR conducted a citywide study on the City Inspector classification series which is used across various departments throughout the city. Community Planning and Development has a vast majority of these classifications. During the study, it was found that a new classification needed to be created to capture the higher-level duties and scope of work being performed for landmark reviews and inspections. This position performs specialized enforcement and project plans review work related to special projects, such as Landmark Review, to ensure compliance with City ordinances. Employees in this classification also perform work related to special operational projects or initiatives as well as new employee training and continuing education.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CE3284	Zoning Inspection Specialist	E-623 (\$26.95/\$33.15/\$39.35)

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, October 01, 2020**. Please include a contact name and phone number so that we may respond directly.

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