



POSTING IS REQUIRED

Classification Notice No. 1661

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 25, 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 II (CN3291) and changing the name of Business License Inspector (CN1848) to Business License Inspector I.

Excise and License requested the Office of Human Resources to create a second level classification within the Business License Inspector series in order to create a career path for these positions and create a classification that will focus on full performance level complaint investigations work, whereas the Business License Inspector I is an intermediate level classification focused on routine compliance inspections.

The primary duties and responsibilities of the Business License Inspectors is the investigation and enforcement of business licenses 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. The Business License Inspector II also conducts investigations of new marijuana and liquor licenses to ensure proximities comply with State of Colorado statutes.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CN3291	Business License Inspector II	N-619 (\$23.08 - \$28.39 - \$33.70)

CLASSIFICATION TITLE CHANGE

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Current Pay Grade & Range</u>
CN1848	Business License Inspector	Business License Inspector I	N-617 (\$21.12 - \$25.98 - \$30.84)

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 08, 2020**. Please include a contact name and phone number so that we may respond directly.

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