



POSTING IS REQUIRED

Classification Notice No. 1662

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: October 02, 2020
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification series for Fleet Parts.

A study was conducted on the current Stockkeepers that work in the Fleet Logistics Division of the Department of Transportation and Infrastructure. Employees are currently classified in the Stockkeeper classification series. It was found that this series didn't capture the depth, knowledge and skills that is needed to work in a Logistics warehouse. Also, Fleet was having difficulty retaining Stockkeeper I's because they were leaving to be a Utility Worker because of higher pay. This was a huge concern for DOTI because Utility Workers don't have to have a HS diploma and are not required to have computer skills whereas a Stockkeeper I does require a HS diploma and needs to have computer skills. DOTI was also having issues attracting the right candidate when posting for Stockkeepers, not only because of the duties but also the minimum requirements. Employees in this classification series are performing stockroom duties on automotive and heavy equipment parts. This includes purchasing, contacting vendors, researching orders, and maintaining inventory control systems for a variety of supplies, materials, parts and equipment.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3286	Fleet Parts Specialist I	J-613 (\$17.72 - \$21.80 - \$25.87)
CJ3287	Fleet Parts Specialist II	J-615 (\$19.37 - \$23.83 - \$28.28)
CJ3288	Fleet Parts Specialist III	J-617 (\$21.17 - \$26.04 - \$30.91)
CJ3289	Fleet Parts Specialist Supervisor	J-621 (\$25.29 - \$31.11 - \$36.92)
CA3290	Fleet Parts Specialist Manager	A-814 (\$81,572 - \$106,044 - \$130,515)

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 15, 2020**. Please include a contact name and phone number so that we may respond directly.

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