



**POSTING IS REQUIRED**

**Classification Notice No. 1665**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** December 04, 2020  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grades and ranges of the Internal Auditor classifications.**

The Office of Human Resources Classification and Compensation Division has been working with the Auditor’s Office on a review of Internal Auditor classification pay grades. The Auditor’s Office conducts Performance, Information Technology, and Financial Audits across the City and County of Denver departments and agencies. The Auditor’s Office believes that the level of work performed by the Internal Auditors in the Auditor’s Office is more complex than the work performed by other Internal Auditors located in various other city agencies and there should be different pay grades between for these classifications. A custom national survey was sent to and compensation data was collected from eleven U.S. cities and counties which were provided by the Auditor’s Office since these government organizations conduct Performance Audits. The AO also provide the names of eight national auditing firms that also conducts performance audits and compensation data was obtained. An analysis of this collected data revealed that the Internal Auditor’s current pay grades do not need any adjustments. However, when the salary survey benchmark data that is purchased by OHR is incorporated, then the Internal Auditor Senior, Lead, and Supervisor pay grades are lagging the market.

**PAY GRADE AND RANGE CHANGES**

<b><u>Current Classification Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
Internal Auditor Senior	V-811 (\$64,090 - \$83,317 - \$102,544)	V-812 (\$68,512 - \$89,066 - \$109,619)
Internal Auditor Lead	V-812 (\$68,512 - \$89,066 - \$109,619)	V-813 (\$73,239 - \$95,211 - \$117,182)
Internal Auditor Supervisor	V-814 (\$78,292 - \$101,780-\$125,267)	V-815 (\$83,694 - \$108,802 - \$133,910)
Tax Auditor Senior	V-811 (\$64,090 - \$83,317 - \$102,544)	V-812 (\$68,512 - \$89,066 - \$109,619)
Tax Auditor Lead	V-812 (\$68,512 - \$89,066 - \$109,619)	V-813 (\$73,239 - \$95,211 - \$117,182)
Tax Auditor Supervisor	V-814 (\$78,292 - \$101,780-\$125,267)	V-815 (\$83,694 - \$108,802 - \$133,910)

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 Notice of Changes**

**Office of Human Resources**  
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The scheduled time for the public hearing is **Thursday, December 17, 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, December 17, 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, December 15, 2020.**