



POSTING IS REQUIRED

Classification Notice No. 1671

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 02, 2021
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade, range, and FLSA status of the Budget Analyst Staff and Financial Analyst Staff.

The Office of Human Resources Classification and Compensation Division conducted a review of all classifications to evaluate whether they meet the overtime exemption requirements of the Fair Labor Standards Act (FLSA). The Classification and Compensation Division worked with the City Attorney’s Office to identify classifications where the duties and responsibilities necessitated a job title and/or exemption category change.

The City Attorney’s Office determined, based on an ongoing review of job specification duties and responsibilities, that the identified entry-level non-exempt “staff” classifications should be changed to FLSA exempt, in order to align with other exempt classifications within the classification series career ladder. These “staff” classifications, while of reduced scope and complexity as compared to the higher-level classifications within the same career ladder series, meet the FLSA’s criteria for the administrative exemption.

The two above mentioned classifications are a continuation of an initial review process and it is recommended that these classifications become exempt in alignment with classification notice No. 1666.

PAY GRADE AND RANGE CHANGES

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CV2051	Budget Analyst Staff	620-V (25.22 – 31.02 – 36.82)	807-V (49,077 – 63,800 – 78,523)
		NE-14 (25.85 - 31.68 - 38.51)	EX-06 (48,633 – 64,438 – 80,244)*
CV1919	Financial Analyst Staff	620-V (25.22 – 31.02 – 36.82)	807-V (49,077 – 63,800 – 78,523)
		NE-14 (25.85 - 31.68 - 38.51)	EX-06 (48,633 – 64,438 – 80,244)*

*Recommended pay grades and ranges from the Classification and Pay Plan Redesign project, which is approved to be effective April 11, 2021.

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, April 15, 2021**. Please include a contact name and phone number so that we may respond directly.

Office of Human Resources
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202
p: 720.913.5751 | f: 720.913.5720
www.denvergov.org/humanresources