



**POSTING IS REQUIRED**

**Classification Notice No. 1672**

**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 creating two new job classifications of Internal Audit Manager AO and Internal Audit Director AO for the Auditor’s Office.**

The Auditor’s Office submitted individual position audits to reallocate Internal Auditor Supervisors to the Financial Manager classification and requested current Financial Managers to be reallocated to Financial Director classification. At the conclusion of these position audits, it was determined that the Financial classifications were not ideal nor appropriate, as the Financial Manager and Financial Director job classifications were created for central finance functions and do not predominantly describe internal audit management duties. Additionally, the Internal Auditor Supervisor job classification was created back in 2007 and its job duties and level of responsibilities have changed over time. Classification and Compensation, in working with the Auditor’s Office, created these two classifications to meet the Auditor’s Office business needs. These classifications will be beneficial in retaining current employees, knowing that they are in the correct job classification and being compensated based on market data.

**NEW CLASSIFICATION(S)**

<b><u>Job Code</u></b>	<b><u>Proposed Class Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CV3305	Internal Auditor Manager AO	EX-14 (\$90,016 – \$119,271 – \$148,526)
CV3306	Internal Auditor Director AO	EX-16 (\$103,050 – \$139,118 – \$175,185)

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](mailto: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**  
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