



POSTING IS REQUIRED

Classification Notice No. 1691

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 24, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Manager on Duty/House Manager (RG3338).

Denver Arts & Venues requested a new classification of Manager on Duty/House Manager. The Manager on Duty/House Manager will oversee theatre event management, as the onsite liaison between venue, clients, and vendors. This new classification will direct the work of floor supervisors, ushers and assist with patron’s resolution.

New Classification

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed New Pay Grade& Range</u>
RG3338	Manager on Duty/House Manager	CR-10 (\$19.14 - \$26.32)

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 07, 2021**. Please include a contact name and phone number so that we may respond directly.

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