



POSTING IS REQUIRED

Classification Notice No. 1702

To: Agency Heads and Employees
From: Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors
Date: November 05, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Buyer Supervisor (CA0722) to Purchasing Manager (CA0722).

The General Services Agency has requested that the Buyer Supervisor classification title be reviewed. The primary concerns are determining the management level of the role. The role manages professional level staff, and may also manage a Lead professional. These positions make budget allocation decisions, set strategy, and have significant authority over both staff and procedural decisions.

REVISED JOB CLASSIFICATION TITLES

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
CA0722	Buyer Supervisor	Purchasing Manager

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, November 18, 2021**. Please include a contact name and phone number so that we may respond directly.

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