



POSTING IS REQUIRED

Classification Notice No. 1726

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: July 1, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Council Clerk and Council Deputy Clerk as well as changing the pay grade of City Council Legislative Assistant.

City Council has requested classification changes to better reflect the public sector industry and to better describe the purpose of these classifications. It is requested to change the title of Council Clerk to City Council Parliamentarian and Secretary and the title of the Council Deputy Clerk to City Council Legislative Assistant. It is also proposed to change the pay grade of the City Council Legislative Assistant to a non-exempt pay grade to better align the duties with the legal requirements under the Fair Labor Standards Act. Additionally, edits to the classification specifications were updated to describe the duties, responsibilities, and minimum qualifications of these classifications more accurately.

JOB TITLE CHANGES

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
YA2304	Council Clerk	City Council Parliamentarian and Secretary
YA2389	Council Deputy Clerk	City Council Legislative Assistant

PAY GRADE CHANGE

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
YA2389	City Council Legislative Assistant	EX-06 (\$49,605-65,727-81,848)	NE-12 (\$23.00-28.75-34.50)

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, July 14, 2022**. 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