



POSTING IS REQUIRED

Classification Notice No. 1839

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: September 27, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Program Quality Assurance Technician II and III, and changing the classification title and pay grade of Program Quality Assurance Technician to Program Quality Assurance Technician I.

Denver Human Services has requested the Office of Human Resources Classification and Compensation Division to expand the classification series of its Program Quality Assurance Technician classification from one to three levels. It is proposed to increase the pay grade of the existing classification of Program Quality Assurance Technician to maintain its grade relationship with the Fraud Claims Investigator, change its title to Program Quality Assurance Technician I, and establish two new classifications, Program Quality Assurance Technician II and III. These proposed changes will clarify duties and responsibilities while creating career development and growth opportunity for employees.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CS3523	Program Quality Assurance Technician II	NE-15 (\$28.16-\$35.91-\$43.65)
CS3524	Program Quality Assurance Technician III	NE-16 (\$29.85-\$38.06-\$46.27)

TITLE & PAY GRADE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Program Quality Assurance Technician	Program Quality Assurance Technician I
<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
NE-13 (\$25.57-\$31.96-\$38.36)	NE-14 (\$26.57-\$33.88-\$41.18)

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 10, 2024**. Please include a contact name and phone number so that we may respond directly.

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