

POSTING IS REQUIRED

Classification Notice No. 1337

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: March 2, 2011
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Wastewater Quality Technician.

As part of the Labor Study, CSA included several positions located at Wastewater Management Division's Quality Control Section. These positions are currently classified as Senior Engineering Aides and the Senior Engineering Aide class also includes employees who perform surveying duties. CSA staff interviewed the employees and accompanied the employees while they performed their field duties and determined that the positions needed their own class that accurately describes the duties performed by the employees. The new class is titled, Wastewater Quality Technician.

NEW CLASS

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Pay Grade & Range</u>
CE2432	Wastewater Quality Technician	616-E (\$38,117 - \$55,631)

Per Career Service Rule 7-37 A – "If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board."

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday March 17, 2011 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, March 15, 2011**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, March 15, 2011**.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CE2432	Wastewater Quality Technician	616 E

Supervisory Level:

3 – None/Incidental

EEO Code:

3 - Technician

Medical Group:

M – Medium Physical

FLSA:

Non-Exempt

Synopsis:

As part of the Labor Study, CSA included several positions located at Wastewater Management Division's Quality Control Section. These positions are currently classified as Senior Engineering Aides and the Senior Engineering Aide class also includes employees who perform surveying duties. CSA staff interviewed the employees and accompanied the employees while they performed their field duties and determined that the positions needed their own class that accurately describes the duties performed by the employees. The new class is titled, Wastewater Quality Technician. The General Statement of Duties follows:

Wastewater Quality Technician

Performs full performance work collecting samples and performing accurate field tests on liquids and materials using a variety of measuring devices in support of Wastewater Sampling Programs and to ensure compliance with governmental and environmental regulations.

Pay Rationale:

The Senior Engineering Aide is currently assigned to pay grade 614 E. It is recommended that the Wastewater Quality Technician class be compensated at 616 E. The market data gathered from Towers Watson's Technician and Skilled Trades Survey includes the position of Environmental Engineering Technician, Level 2 and is a match to the Wastewater Quality Technician class.

The market median for this position is \$47,700. Based on this data, we are recommending pay grade 616-E pay grade with a midpoint of \$46,874 or a (- \$874) to the market.

Employee Impact:

All of the employees will move pay to pay into the new class.

Budget Impact:

There is no budget impact.

Organizational Data:

The Wastewater Quality Technicians report to the Wastewater Quality Control Supervisor.

Effective Date Rule:

Section 7-37 A

If it is determined, as a result of an audit or a maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.