

POSTING IS REQUIRED

Classification Notice No. 1541

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: May 2, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new class called Senior Information Technology Communications Technician (I-626).

It is proposed to create a new information technology classification to support communications infrastructure work. The proposed classification, Senior Information Technology Communications Technician, will create a career path opportunity to employees currently classified as IT Communications Technician, and will help with retention of this specialized skill.

NEW CLASS

Proposed Title

Senior Information Technology Communications Technician

Proposed Pay Grade

I-626 (\$32.15-\$39.54-\$46.94)

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 changes to the classification and 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.”

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 May 18, 2017 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Nicole de Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Monday, May 15, 2017**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, May 16, 2017**.

NEW CLASSIFICATION

Job Code: Classification Title:
CI3040 Senior Information Technology Communications Technician

Pay Grade: Supervisory Level: EEO Code: Medical Group: FLSA:
I-626 (\$32.15 – 39.54 – 46.94) 8 - Leadworker 3 – Technicians Sedentary Exempt

Synopsis:

It is proposed to create a new information technology classification to support communications infrastructure work. The proposed classification, Senior Information Technology Communications Technician, will create a career path opportunity to employees currently classified as IT Communications Technician, and will help with retention of this specialized skill.

Pay Rationale:

The Information Technology Communications Technician performs full performance level duties. The Senior Information Technology Communications Technician will be performing specialized, higher level, full performance duties and leadwork as assigned. It is proposed to set the pay grade for the Senior Information Technology Communications Technician at I-626. This is based on a review of internal equity to the Information Technology Communications Technician, whose pay grade is I-624. The Information Technology Communications Technician is a benchmark classification whose pay grade is set based on market data. There is no market data for the specialized level duties, only the full performance level duties. For this reason, it is recommended to follow the existing compensation practice to provide two pay grades between classes in a series. For this reason, it is recommended to establish the pay grade for the Senior Information Technology Communications Technician at I-626.

Employee Impact:

Since this is a new classification, there is no employee impact.

Budget Impact:

There is no budget impact. This is a new class.

Organizational Data:

This classification may be used by the IT communications work units of Technology Services or Denver International Airport.

Effective Date Rule:

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 changes to the classification and 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 and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.