

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **12:00pm on Monday**.

All fields must be completed.
Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: **May 20, 2013**

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain: The Office of Human Resources had presented their 2013 Pay Survey recommendations to the General Government and Affairs Committee on April 24, 2013. However, to comply with D.R.M.C section 18-5 (b)(1) which requires that occupational group adjustments occur by July 1, 2013, we are requesting that the occupational group adjustments be approved on consent and be implemented July 1, 2013.

2. **Title: Approve classification notice #1384 – 2013 Pay Survey Recommendations (Occupational group adjustments Only)**

3. **Requesting Agency:** Office of Human Resources

4. **Contact Person:** (with actual knowledge of proposed ordinance)

- **Name:** Seth Duhon-Thornton
- **Phone:** 720-913-5664
- **Email:** seth.duhon-thornton@denvergov.org

5. **Contact Person:** (with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)

- **Name:** Heather Britton/Blair Malloy
- **Phone:** 720-913-5699/720-913-5631
- **Email:** heather.britton@denvergov.org/blair.malloy@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

1. **Classification Notice #1384 – 2013 Pay Survey Recommendation** of changes to the Classification and Pay Plan for City employees. Occupational group structure adjustments will be effective on July 1, 2013 and the annual cost impact for the occupational group structure adjustments is \$103,646. See attached Class Notice #1384 - 2013 Pay Survey Recommendations.

• Class Notices:

- #1377, #1378 & #1379 #1380 #1381 #1382 #1383.
- The classification and pay plan changes included in these notices were approved by the board during the March & April public hearings.
- These approvals occurred after the preparation and publication of the pay survey class notice. (See attached Career Service Board approved class notice information).

POSTING IS REQUIRED

Classification Notice No. 1384

To: Agency Heads and Employees
From: Nita Mosby Henry, Office of Human Resources Executive Director
Date: May 13, 2013 (REVISED)
Subject: Pay Survey 2013: Proposed Change to the Classification and Pay Plan

The proposed changes amend the Classification and Pay Plan. Based upon a market analysis it is recommended that changes be made to the Classification and Pay Plan which includes pay range adjustments.

Per Career Service Rule 8-43 C), "Pay survey adjustments shall be applied to the occupational groups as established in the Denver Revised Municipal Code." The Denver Revised Municipal Code requires the Mayor and City Council to accept, reject or modify any pay recommendations made by the Career Service Board no later than July 1 of each year. The implementation of the 2013 Pay Survey recommendations shall be consistent with ordinance provisions.

The proposed changes shall be posted on the appropriate bulletin boards, on the OHR Website at <http://www.denvergov.org/PublicNoticesandAnnouncements/ClassificationNotices/tabid/433577/Default.aspx> and distributed electronically by CCD E-mail.

Public Notice of Changes:

There was a public hearing held by the Career Service Board for comments on the 2013 Pay Survey recommendations on **Thursday, April 18, 2013, at 9:00 a.m.** at the Webb Municipal Building, 201 W. Colfax Ave., Room 4.G.2.

Pay Survey 2013

The Office of Human Resources (OHR) has completed the annual market study of prevailing wages (Pay Survey). The City Charter and the Denver Revised Municipal Code (DRMC) require the survey to be completed with the findings and recommendations provided to the Career Service Board, City Council, and Mayor by May 1 of each year.

The annual pay survey analysis ensures that the City and County of Denver's (the City) pay ranges are competitive with comparable jobs in both the Denver metropolitan area and national markets (market data). ***It is not designed to deliver automatic pay increases.*** Pay increases are instead delivered through an annual performance evaluation and corresponding merit increase.

The 2013 Pay Survey recommendations are listed below.

Occupational Group Adjustments

When market data indicates the City's pay for an occupational group has fallen behind the market, OHR recommends a structure increase for the occupational group. If the City's rates are above the market, OHR recommends no change.

The OHR is recommending adjustments to six (6) of the occupational groups as a result of the 2013 pay survey process.

Proposed changes will be effective on July 1, 2013, the effective date of occupational groups adjustments listed in DRMC.

City employees had the opportunity to comment on the findings at a public hearing before the Career Service Board on April 18, 2013 at 9:00 a.m.

If you have any questions about the 2013 Pay Survey results, merit increases, the Occupational Group Consolidation Initiative, or want to schedule a briefing by the OHR staff, you can contact Blair Malloy at 720-913-5631 or Heather Britton at 720-913-5699.

Occupational Group Adjustment Recommendations

Occupational Group		Proposed Average Occupational Group Adjustment
A	Professional	0.49%
C	Clerical & Support Services	0.81%
E	Engineering & Science	0%
I	Information Technology	0%
J	Maintenance & Operations	0%
L	Legal	1.31%
N	Enforcement, Compliance, & Protective Service	0.42%
O	Healthcare	0.75%
V	Fiscal	0.90%

A - Professional Occupational Group

Non-Exempt						Exempt					
PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum	PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-A	20475	22830	25185	27539	29894	800-A	29230	33615	37999	42384	46768
601-A	21407	23869	26331	28792	31254	801-A	31247	35934	40621	45308	49995
602-A	22381	24955	27529	30102	32676	802-A	33403	38414	43424	48435	53445
603-A	23399	26090	28781	31472	34163	803-A	35708	41064	46421	51777	57133
604-A	24464	27277	30091	32904	35717	804-A	38172	43898	49624	55349	61075
605-A	25577	28518	31460	34401	37342	805-A	40806	46927	53048	59169	65290
606-A	26741	29816	32892	35967	39042	806-A	43622	50165	56709	63252	69795
607-A	27958	31173	34389	37604	40819	807-A	46632	53627	60622	67616	74611
608-A	29230	32592	35953	39315	42676	808-A	49850	57328	64805	72283	79760
609-A	30560	34075	37589	41104	44618	809-A	53290	61284	69277	77271	85264
610-A	31950	35624	39299	42973	46647	810-A	56967	65512	74057	82602	91147
611-A	33404	37246	41087	44929	48770	811-A	60898	70033	79168	88302	97437
612-A	34924	38940	42957	46973	50989	812-A	65100	74865	84630	94395	104160
613-A	36513	40712	44911	49110	53309	813-A	69592	80031	90470	100908	111347
614-A	38174	42564	46954	51344	55734	814-A	74394	85553	96712	107871	119030
615-A	39911	44501	49091	53680	58270	815-A	79527	91456	103385	115314	127243
616-A	41727	46526	51324	56123	60921	816-A	85014	97766	110518	123270	136022
617-A	43626	48643	53660	58677	63694	817-A	90880	104512	118144	131776	145408
618-A	45611	50856	56102	61347	66592	818-A	97151	111724	126297	140869	155442
619-A	47686	53170	58654	64138	69622	819-A	103854	119432	135010	150588	166166
620-A	49856	55590	61323	67057	72790	820-A	111020	127673	144326	160979	177632
621-A	52124	58118	64113	70107	76101	821-A	118680	136482	154284	172086	189888
622-A	54496	60763	67030	73297	79564	822-A	126869	145899	164930	183960	202990
623-A	56976	63528	70081	76633	83185	823-A	135623	155967	176310	196654	216997
624-A	59568	66418	73269	80119	86969	824-A	144981	166728	188476	210223	231970
						825-A	154985	178233	201481	224728	247976
						826-A	165679	190531	215383	240234	265086
						827-A	177111	203678	230245	256811	283378
						828-A	189332	217732	246132	274531	302931
						829-A	202396	232756	263115	293475	323834
						830-A	216361	248815	281270	313724	346178
						831-A	231290	265984	300677	335371	370064
						832-A	247249	284336	321424	358511	395598
						833-A	264309	303955	343602	383248	422894
						834-A	282546	324928	367310	409692	452074

C - Clerical Occupational Group

Non-Exempt						Exempt					
PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum	PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-C	19267	21483	23699	25914	28130	800-C	27505	31631	35757	39882	44008
601-C	20144	22461	24777	27094	29410	801-C	29403	33814	38224	42635	47045
602-C	21061	23483	25905	28327	30749	802-C	31432	36147	40862	45576	50291
603-C	22019	24551	27084	29616	32148	803-C	33601	38641	43682	48722	53762
604-C	23021	25669	28316	30964	33611	804-C	35919	41307	46695	52082	57470
605-C	24068	26836	29604	32371	35139	805-C	38397	44157	49916	55676	61435
606-C	25163	28057	30951	33844	36738	806-C	41046	47203	53360	59517	65674
607-C	26308	29334	32359	35385	38410	807-C	43878	50460	57042	63623	70205
608-C	27505	30668	33831	36994	40157	808-C	46906	53942	60978	68014	75050
609-C	28756	32063	35370	38677	41984	809-C	50143	57665	65186	72708	80229
610-C	30064	33521	36979	40436	43893	810-C	53603	61644	69684	77725	85765
611-C	31432	35047	38662	42276	45891	811-C	57302	65897	74493	83088	91683
612-C	32862	36641	40421	44200	47979	812-C	61256	70445	79633	88822	98010
613-C	34357	38308	42259	46210	50161	813-C	65483	75306	85128	94951	104773
614-C	35920	40051	44182	48312	52443	814-C	70001	80501	91002	101502	112002
615-C	37554	41873	46192	50510	54829	815-C	74831	86056	97281	108505	119730
616-C	39263	43778	48294	52809	57324	816-C	79994	91993	103992	115991	127990
617-C	41049	45770	50491	55211	59932	817-C	85514	98341	111168	123995	136822

618-C	42917	47853	52788	57724	62659
619-C	44870	50030	55190	60350	65510
620-C	46912	52307	57702	63097	68492
621-C	49046	54686	60327	65967	71607
622-C	51278	57175	63072	68969	74866
623-C	53611	59776	65942	72107	78272
624-C	56050	62496	68942	75387	81833

818-C	91414	105126	118838	132550	146262
819-C	97722	112380	127039	141697	156355
820-C	104465	120135	135805	151474	167144
821-C	111673	128424	145175	161926	178677
822-C	119378	137285	155192	173098	191005
823-C	127615	146757	165900	185042	204184
824-C	136420	156883	177346	197809	218272
825-C	145833	167708	189583	211458	233333
826-C	155895	179279	202664	226048	249432
827-C	166652	191650	216648	241645	266643
828-C	178151	204874	231597	258319	285042

E - Engineering & Science Occupational Group

Non-Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-E	19084	21279	23474	25668	27863
601-E	19952	22247	24541	26836	29130
602-E	20860	23259	25658	28057	30456
603-E	21809	24317	26825	29333	31841
604-E	22801	25423	28045	30667	33289
605-E	23838	26579	29321	32062	34803
606-E	24923	27789	30656	33522	36388
607-E	26057	29054	32050	35047	38043
608-E	27243	30376	33509	36642	39775
609-E	28483	31759	35034	38310	41585
610-E	29779	33204	36628	40053	43477
611-E	31134	34715	38295	41876	45456
612-E	32551	36294	40038	43781	47524
613-E	34032	37946	41860	45773	49687
614-E	35580	39672	43764	47855	51947
615-E	37199	41477	45755	50033	54311
616-E	38892	43365	47837	52310	56782
617-E	40662	45338	50015	54691	59367
618-E	42512	47401	52290	57179	62068
619-E	44446	49557	54669	59780	64891
620-E	46468	51812	57156	62499	67843
621-E	48582	54169	59756	65343	70930
622-E	50792	56633	62474	68315	74156
623-E	53103	59210	65317	71423	77530
624-E	55519	61904	68289	74673	81058
625-E	58045	64720	71396	78071	84746
626-E	60686	67665	74644	81623	88602
627-E	63447	70744	78040	85337	92633
628-E	66334	72909	79484	86058	92633

Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
800-E	27243	31330	35416	39503	43589
801-E	29123	33492	37860	42229	46597
802-E	31132	35802	40472	45141	49811
803-E	33280	38272	43264	48256	53248
804-E	35576	40913	46249	51586	56922
805-E	38031	43736	49441	55145	60850
806-E	40655	46753	52852	58950	65048
807-E	43460	49979	56498	63017	69536
808-E	46459	53428	60397	67365	74334
809-E	49665	57115	64565	72014	79464
810-E	53092	61056	69020	76983	84947
811-E	56755	65268	73782	82295	90808
812-E	60671	69772	78873	87973	97074
813-E	64857	74586	84314	94043	103771
814-E	69332	79732	90132	100531	110931
815-E	74116	85234	96351	107469	118586
816-E	79230	91115	102999	114884	126768
817-E	84697	97402	110106	122811	135515
818-E	90541	104122	117704	131285	144866
819-E	96788	111306	125825	140343	154861
820-E	103466	118986	134506	150026	165546
821-E	110605	127196	143787	160377	176968
822-E	118237	135973	153708	171444	189179
823-E	126395	145354	164314	183273	202232
824-E	135116	155384	175651	195919	216186
825-E	144439	166105	187771	209436	231102
826-E	154405	177566	200727	223887	247048
827-E	165059	189818	214577	239335	264094
828-E	176448	202915	229383	255850	282317
829-E	188623	216917	245210	273504	301797

I - Information Technology Occupational Group

Non-Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-I	20034	22337	24640	26943	29246
601-I	20943	23352	25761	28170	30579
602-I	21901	24419	26937	29455	31973
603-I	22907	25537	28167	30797	33427
604-I	23949	26697	29446	32194	34942
605-I	25028	27904	30779	33655	36530
606-I	26155	29164	32173	35181	38190
607-I	27355	30497	33639	36781	39923
608-I	28603	31888	35172	38457	41741
609-I	29900	33333	36766	40199	43632
610-I	31270	34858	38445	42033	45620
611-I	32688	36442	40196	43950	47704

Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
800-I	28603	32857	37112	41366	45620
801-I	30579	35130	39681	44232	48783
802-I	32688	37557	42426	47295	52164
803-I	34942	40148	45353	50559	55764
804-I	37354	42920	48486	54052	59618
805-I	39923	45877	51831	57785	63739
806-I	42675	49041	55407	61773	68139
807-I	45620	52422	59225	66027	72829
808-I	48783	56049	63315	70581	77847
809-I	52164	59930	67696	75462	83228
810-I	55764	64069	72375	80680	88985
811-I	59618	68496	77374	86252	95130

612-I	34178	38105	42032	45959	49886
613-I	35730	39839	43947	48056	52164
614-I	37354	41651	45947	50244	54540
615-I	39051	43545	48038	52532	57025
616-I	40820	45520	50219	54919	59618
617-I	42675	47590	52504	57419	62333
618-I	44614	49753	54892	60030	65169
619-I	46650	52022	57395	62767	68139
620-I	48783	54395	60006	65618	71229
621-I	51013	56876	62739	68602	74465
622-I	53340	59467	65594	71720	77847
623-I	55764	62173	68581	74990	81398
624-I	58309	65007	71705	78403	85101
625-I	60962	67973	74984	81994	89005
626-I	63736	71066	78396	85725	93055
627-I	66636	74299	81963	89626	97289

812-I	63739	73232	82725	92218	101711
813-I	68139	78287	88434	98582	108729
814-I	72829	83680	94530	105381	116231
815-I	77847	89452	101057	112661	124266
816-I	83228	95633	108038	120442	132847
817-I	88985	102244	115504	128763	142022
818-I	95130	109307	123485	137662	151839
819-I	101711	116864	132017	147170	162323
820-I	108729	124927	141126	157324	173522
821-I	116231	133548	150864	168181	185497
822-I	124266	142773	161281	179788	198295
823-I	132847	152630	172413	192196	211979
824-I	142022	163169	184315	205462	226608
825-I	151839	174443	197047	219651	242255
826-I	162323	186487	210652	234816	258980
827-I	173522	199359	225196	251032	276869
828-I	185497	213119	240740	268362	295983
829-I	198295	227824	257353	286882	316411

J - Maintenance & Operations Occupational Group

Non-Exempt					
PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-J	18951	21130	23310	25489	27668
601-J	19809	22088	24367	26645	28924
602-J	20717	23098	25480	27861	30242
603-J	21650	24143	26637	29130	31623
604-J	22632	25241	27849	30458	33066
605-J	23664	26391	29118	31844	34571
606-J	24746	27597	30448	33298	36149
607-J	25878	28856	31835	34813	37791
608-J	27059	30171	33283	36395	39507
609-J	28290	31542	34794	38046	41298
610-J	29570	32971	36373	39774	43175
611-J	30926	34480	38033	41587	45140
612-J	32331	36049	39768	43486	47204
613-J	33811	37694	41577	45460	49343
614-J	35353	39410	43467	47524	51581
615-J	36958	41198	45439	49679	53919
616-J	38636	43072	47509	51945	56381
617-J	40390	45028	49667	54305	58943
618-J	42230	47080	51930	56779	61629
619-J	44145	49219	54292	59366	64439
620-J	46159	51463	56767	62070	67374
621-J	48261	53807	59353	64899	70445
622-J	50449	56247	62045	67842	73640
623-J	52737	58799	64861	70923	76985
624-J	55137	61474	67811	74148	80485

Exempt					
PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
800-J	27059	31088	35118	39147	43176
801-J	28924	33233	37542	41850	46159
802-J	30926	35530	40135	44739	49343
803-J	33065	37983	42902	47820	52738
804-J	35353	40610	45867	51124	56381
805-J	37791	43412	49033	54653	60274
806-J	40390	46403	52415	58428	64440
807-J	43175	49604	56033	62462	68891
808-J	46159	53030	59901	66771	73642
809-J	49342	56685	64028	71371	78714
810-J	52737	60590	68443	76295	84148
811-J	56381	64775	73169	81562	89956
812-J	60273	69245	78217	87188	96160
813-J	64439	74030	83620	93211	102801
814-J	68891	79141	89390	99640	109889
815-J	73641	84600	95558	106517	117475
816-J	78715	90432	102149	113866	125583
817-J	84148	96673	109199	121724	134249
818-J	89956	103346	116735	130125	143514
819-J	96161	110480	124800	139119	153438
820-J	102801	118109	133417	148724	164032
821-J	109889	126254	142619	158983	175348
822-J	117475	134968	152461	169954	187447
823-J	125582	144285	162987	181690	200392
824-J	134250	154246	174241	194237	214232
825-J	143514	164890	186266	207642	229018
826-J	153437	176284	199130	221977	244823
827-J	164032	188455	212878	237300	261723
828-J	175348	201459	227570	253680	279791
829-J	187447	215362	243276	271191	299105

L - Legal Occupational Group

Non-Exempt					
PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-L	19674	21937	24199	26462	28724
601-L	20569	22935	25300	27666	30031
602-L	21505	23978	26451	28924	31397
603-L	22483	25069	27654	30240	32825

Exempt					
PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
800-L	28085	32298	36511	40723	44936
801-L	30023	34527	39030	43534	48037
802-L	32095	36909	41724	46538	51352
803-L	34310	39457	44603	49750	54896

604-L	23506	26209	28913	31616	34319
605-L	24576	27402	30229	33055	35881
606-L	25694	28649	31604	34558	37513
607-L	26863	29952	33042	36131	39220
608-L	28085	31315	34545	37774	41004
609-L	29363	32740	36117	39493	42870
610-L	30699	34230	37760	41291	44821
611-L	32096	35787	39478	43169	46860
612-L	33556	37415	41274	45133	48992
613-L	35083	39118	43152	47187	51221
614-L	36679	40897	45115	49333	53551
615-L	38348	42758	47168	51578	55988
616-L	40093	44704	49315	53925	58536
617-L	41917	46738	51558	56379	61199
618-L	43824	48864	53904	58943	63983
619-L	45818	51087	56356	61625	66894
620-L	47903	53412	58921	64429	69938
621-L	50083	55843	61602	67362	73121
622-L	52362	58384	64406	70427	76449
623-L	54744	61040	67335	73631	79926
624-L	57235	63817	70399	76981	83563
625-L	59839	66721	73602	80484	87365
626-L	62562	69757	76952	84146	91341
627-L	65409	72931	80453	87975	95497

804-L	36677	42179	47680	53182	58683
805-L	39208	45089	50971	56852	62733
806-L	41913	48200	54487	60774	67061
807-L	44805	51526	58247	64967	71688
808-L	47897	55082	62266	69451	76635
809-L	51202	58882	66563	74243	81923
810-L	54735	62945	71156	79366	87576
811-L	58512	67289	76066	84842	93619
812-L	62549	71931	81314	90696	100078
813-L	66865	76895	86925	96954	106984
814-L	71479	82201	92923	103644	114366
815-L	76411	87873	99335	110796	122258
816-L	81683	93936	106188	118441	130693
817-L	87319	100417	113515	126612	139710
818-L	93344	107346	121347	135349	149350
819-L	99785	114753	129721	144688	159656
820-L	106670	122671	138671	154672	170672
821-L	114030	131135	148239	165344	182448
822-L	121898	140183	158468	176752	195037
823-L	130309	149855	169402	188948	208494
824-L	139300	160195	181090	201985	222880
825-L	148912	171249	193586	215922	238259
826-L	159187	183065	206943	230821	254699
827-L	170171	195697	221223	246748	272274
828-L	181913	209200	236487	263774	291061
829-L	194465	223635	252805	281974	311144

N - Enforcement, Compliance, and Protective Services Occupational Group

Non-Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-N	19509	21753	23996	26240	28483
601-N	20397	22743	25089	27434	29780
602-N	21325	23778	26230	28683	31135
603-N	22295	24859	27423	29987	32551
604-N	23309	25990	28670	31351	34031
605-N	24370	27173	29975	32778	35580
606-N	25479	28409	31339	34269	37199
607-N	26638	29701	32765	35828	38891
608-N	27850	31053	34256	37458	40661
609-N	29117	32466	35814	39163	42511
610-N	30442	33943	37444	40944	44445
611-N	31827	35487	39147	42807	46467
612-N	33275	37102	40929	44755	48582
613-N	34789	38790	42791	46791	50792
614-N	36372	40555	44738	48920	53103
615-N	38027	42400	46773	51146	55519
616-N	39757	44329	48901	53473	58045
617-N	41566	46346	51126	55906	60686
618-N	43457	48455	53452	58450	63447
619-N	45434	50659	55884	61109	66334
620-N	47501	52964	58426	63889	69351
621-N	49662	55373	61085	66796	72507
622-N	51922	57893	63864	69835	75806
623-N	54284	60527	66770	73012	79255
624-N	56754	63281	69808	76334	82861

Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
800-N	27850	32028	36205	40383	44560
801-N	29772	34238	38704	43169	47635
802-N	31826	36600	41374	46148	50922
803-N	34022	39125	44229	49332	54435
804-N	36370	41826	47281	52737	58192
805-N	38880	44712	50544	56376	62208
806-N	41563	47798	54032	60267	66501
807-N	44431	51096	57761	64425	71090
808-N	47497	54622	61746	68871	75995
809-N	50774	58390	66006	73622	81238
810-N	54277	62419	70560	78702	86843
811-N	58022	66725	75429	84132	92835
812-N	62026	71330	80634	89938	99242
813-N	66306	76252	86198	96144	106090
814-N	70881	81513	92146	102778	113410
815-N	75772	87138	98504	109869	121235
816-N	81000	93150	105300	117450	129600
817-N	86589	99577	112566	125554	138542
818-N	92564	106449	120333	134218	148102
819-N	98951	113794	128637	143479	158322
820-N	105779	121646	137513	153379	169246
821-N	113078	130040	147002	163963	180925
822-N	120880	139012	157144	175276	193408
823-N	129221	148604	167988	187371	206754
824-N	138137	158858	179578	200299	221019

O - Healthcare Occupational Group

Non-Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-O	22315	24881	27448	30014	32580

Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
800-O	31855	36633	41412	46190	50968

601-O	23330	26013	28696	31379	34062
602-O	24392	27197	30002	32807	35612
603-O	25502	28435	31368	34300	37233
604-O	26662	29728	32795	35861	38927
605-O	27875	31081	34287	37492	40698
606-O	29143	32495	35846	39198	42549
607-O	30469	33973	37477	40981	44485
608-O	31855	35518	39182	42845	46508
609-O	33304	37134	40964	44794	48624
610-O	34819	38823	42828	46832	50836
611-O	36403	40589	44776	48962	53148
612-O	38059	42436	46813	51189	55566
613-O	39791	44367	48943	53519	58095
614-O	41601	46385	51169	55953	60737
615-O	43494	48496	53498	58499	63501
616-O	45473	50703	55932	61162	66391
617-O	47542	53009	58477	63944	69411
618-O	49705	55421	61137	66853	72569
619-O	51967	57943	63920	69896	75872
620-O	54331	60579	66827	73075	79323
621-O	56803	63335	69868	76400	82932
622-O	59388	66218	73047	79877	86706
623-O	62090	69230	76371	83511	90651
624-O	64915	72380	79846	87311	94776
625-O	67869	75674	83479	91284	99089
626-O	70957	79117	87277	95437	103597
627-O	74186	82718	91249	99781	108312
628-O	77561	86481	95400	104320	113239
629-O	81090	90415	99741	109066	118391
630-O	84780	94530	104280	114029	123779

801-O	34053	39161	44269	49377	54485
802-O	36403	41864	47324	52785	58245
803-O	38915	44752	50590	56427	62264
804-O	41600	47840	54080	60320	66560
805-O	44470	51141	57811	64482	71152
806-O	47538	54669	61800	68930	76061
807-O	50818	58441	66064	73686	81309
808-O	54324	62473	70621	78770	86918
809-O	58072	66783	75494	84204	92915
810-O	62079	71391	80703	90014	99326
811-O	66362	76316	86271	96225	106179
812-O	70941	81582	92224	102865	113506
813-O	75836	87212	98587	109963	121338
814-O	81069	93229	105390	117550	129710
815-O	86663	99663	112662	125662	138661
816-O	92643	106540	120436	134333	148229
817-O	99035	113890	128746	143601	158456
818-O	105868	121748	137629	153509	169389
819-O	113173	130149	147125	164101	181077
820-O	120982	139129	157277	175424	193571
821-O	129330	148730	168129	187529	206928
822-O	138254	158992	179730	200468	221206
823-O	147794	169963	192132	214301	236470
824-O	157992	181691	205390	229088	252787
825-O	168893	194227	219561	244895	270229
826-O	180547	207629	234711	261793	288875
827-O	193005	221956	250907	279857	308808
828-O	206322	237270	268219	299167	330115
829-O	220558	253642	286726	319809	352893
830-O	235777	271144	306510	341877	377243
831-O	252046	289853	327660	365467	403274
832-O	269437	309853	350268	390684	431099
833-O	288028	331232	374437	417641	460845
834-O	307902	354087	400273	446458	492643
835-O	329147	378519	427891	477263	526635
836-O	351858	404637	457416	510194	562973
837-O	376136	432557	488977	545398	601818
838-O	402089	462402	522716	583029	643342
839-O	429833	494308	558783	623258	687733
840-O	459491	528415	597339	666262	735186

V - Fiscal Occupational Group

Non-Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
600-V	20408	22755	25102	27449	29796
601-V	21337	23791	26245	28698	31152
602-V	22308	24874	27439	30005	32570
603-V	23323	26005	28688	31370	34052
604-V	24384	27188	29993	32797	35601
605-V	25493	28425	31357	34288	37220
606-V	26653	29718	32783	35848	38913
607-V	27866	31071	34275	37480	40684
608-V	29134	32485	35835	39186	42536
609-V	30460	33963	37466	40969	44472
610-V	31846	35508	39171	42833	46495
611-V	33295	37124	40953	44782	48611
612-V	34810	38813	42817	46820	50823
613-V	36394	40579	44765	48950	53135
614-V	38050	42426	46802	51177	55553
615-V	39781	44356	48931	53505	58080
616-V	41591	46374	51157	55940	60723
617-V	43483	48484	53484	58485	63485
618-V	45461	50689	55917	61145	66373
619-V	47529	52995	58461	63926	69392
620-V	49692	55407	61121	66836	72550

Exempt

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
800-V	29134	33504	37874	42244	46614
801-V	31144	35816	40487	45159	49830
802-V	33293	38287	43281	48275	53269
803-V	35590	40929	46267	51606	56944
804-V	38046	43753	49460	55167	60874
805-V	40671	46772	52873	58973	65074
806-V	43477	49999	56520	63042	69563
807-V	46477	53449	60420	67392	74363
808-V	49684	57137	64589	72042	79494
809-V	53112	61079	69046	77012	84979
810-V	56777	65294	73810	82327	90843
811-V	60695	69799	78904	88008	97112
812-V	64883	74616	84348	94081	103813
813-V	69360	79764	90168	100572	110976
814-V	74146	85268	96390	107512	118634
815-V	79262	91151	103041	114930	126819
816-V	84731	97441	110151	122860	135570
817-V	90577	104164	117750	131337	144923
818-V	96827	111351	125875	140399	154923
819-V	103508	119034	134561	150087	165613
820-V	110650	127248	143845	160443	177040

621-V	51953	57928	63902	69877	75851
622-V	54317	60564	66810	73057	79303
623-V	56788	63319	69849	76380	82910
624-V	59372	66200	73028	79855	86683

821-V	118285	136028	153771	171513	189256
822-V	126447	145414	164381	183348	202315
823-V	135172	155448	175724	195999	216275
824-V	144499	166174	187849	209523	231198
825-V	154469	177639	200810	223980	247150
826-V	165127	189896	214665	239434	264203
827-V	176521	202999	229478	255956	282434
828-V	188701	217006	245312	273617	301922
829-V	201721	231979	262238	292496	322754
830-V	215640	247986	280332	312678	345024

Short Range Classes

Schedule A

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
211-Y	7.78	8.01	8.25	8.48	8.71
212-Y	7.97	8.21	8.45	8.69	8.93
213-Y	8.17	8.42	8.66	8.91	9.15
214-Y	8.37	8.62	8.87	9.12	9.37
215-Y	8.58	8.84	9.10	9.35	9.61
216-Y	8.79	9.05	9.32	9.58	9.84
217-Y	9.01	9.28	9.55	9.82	10.09
218-Y	9.24	9.52	9.80	10.07	10.35
219-Y	9.47	9.76	10.04	10.33	10.61
220-Y	9.71	10.00	10.30	10.59	10.88
221-Y	9.95	10.25	10.55	10.84	11.14
222-Y	10.20	10.51	10.81	11.12	11.42
223-Y	10.46	10.78	11.09	11.41	11.72
224-Y	10.72	11.04	11.37	11.69	12.01
225-Y	10.99	11.32	11.65	11.98	12.31
226-Y	11.26	11.60	11.94	12.27	12.61
227-Y	11.54	11.89	12.23	12.58	12.92
228-Y	11.83	12.19	12.54	12.90	13.25
229-Y	12.13	12.50	12.86	13.23	13.59
230-Y	12.43	12.80	13.18	13.55	13.92

Schedule B

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
310-Y	\$7.79	\$8.33	\$8.87	\$9.40	\$9.94
323-Y	\$14.69	\$15.70	\$16.72	\$17.73	\$18.74

Community Rate Classes

Schedule A

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
110-Z	8.16	8.92	9.67	10.43	11.18
111-Z	8.75	9.56	10.37	11.18	11.99
112-Z	9.38	10.25	11.12	11.98	12.85
113-Z	10.06	10.99	11.92	12.85	13.78
114-Z	10.79	11.79	12.79	13.78	14.78
115-Z	11.57	12.64	13.71	14.78	15.85
116-Z	12.41	13.56	14.71	15.85	17.00
117-Z	13.31	14.54	15.77	17.00	18.23
118-Z	14.27	15.59	16.91	18.23	19.55
119-Z	15.30	16.72	18.13	19.55	20.96
120-Z	16.41	17.93	19.45	20.96	22.48
121-Z	17.60	19.23	20.86	22.48	24.11
122-Z	18.88	20.63	22.38	24.12	25.87
123-Z	20.25	22.12	24.00	25.87	27.74
124-Z	21.72	23.73	25.74	27.75	29.76
125-Z	23.29	25.45	27.60	29.76	31.91

Schedule B

PAY GRADE	Range Minimum	2nd Sector Minimum	3rd Sector Minimum	Range Maximum
310-Z	7.78	9.83	11.88	13.93

Training Classes

Classification	Pay Grade	Hourly Rate
Attorney Intern	406-L	\$24.06
Cooperative Education Trainee	402-C	\$9.26

Custodial Trainee	403-J	\$9.52
Forensic Pathology Fellow	401-D	\$42.63
Office Occupations Trainee	402-C	\$9.26
Parks Intern I	405-J	\$11.38
Parks Intern II	407-J	\$13.00
Parks Intern III	409-J	\$14.63
Professional Occupations Intern I	404-A	\$13.43
Professional Occupations Intern II	406-A	\$15.35
Professional Occupations Intern III	408-A	\$17.27
Psychology Intern	407-O	\$17.91
Public Safety Cadet	403-B	\$11.15
Recreation Trainee	401-G	\$8.06
Social Worker Intern	406-O	\$14.68
Utility Worker Trainee	404-J	\$11.37
Vocational Mechanic Trainee	406-T	\$16.24
Effective 9/1/2013		
Mayor's Youth Worker	402-A	\$7.78

POSTING IS REQUIRED

Classification Notice No. 1377

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: February 6, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Network Administrator I (622-I), Network Administrator II (812-I, Network Engineer (814-I), and Information Security Specialist (814-I). we are also changing the pay grade for Information Security Manager from 815-I to 816-I, IT Systems Architect from 815-I to 816-I, and IT Technical Writer from 807-I to 811-I.

The Office of Human Resources (OHR) conducted a pay analysis to evaluate pay for information technology classifications used within Technology Services and the Department of Aviation (DIA). The study was requested by Technology Services based on difficulties the agency, along with DIA, was having with attracting and retaining talent in key technology positions. The analysis indicated that the City's pay grades for Network professionals were behind the market. To correct for this discrepancy, OHR is recommending the creation of a new Network Administrator/Engineer class series, to replace the use of the general systems administrator class series for Network professionals. [Note: the general systems administrator class series will still be used for other IT professionals in the City.]

Next, OHR is recommending the creation of a new classification, Information Security Specialist. This classification is responsible for enforcing information security practices and protocols; installing, configuring, and monitoring security systems and alerts; and participating in the analysis and evaluation of enterprise information security. The Information Security Specialist will become a pivotal role in the City's efforts to ensure security of its information systems. To accomplish this task, the Information Security Specialist will work closely with the Information Security Manager, which is responsible for researching and recommending policies and procedures to protect all City information technology, assets and interests from intentional or unintentional modification, disclosure, destruction or tampering.

Finally, OHR is recommending pay grade changes for three other classifications, Information Security Manager, IT Systems Architect, and IT Technical Writer to maintain alignment with the external market.

**REVISED CLASS SPECIFICATION INCLUDING
TITLE & PAY GRADE CHANGE**

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range:</u>
CI2799	Network Administrator I	622-I (\$53,340-\$77,847)
CI2798	Network Administrator II	812-I (\$63,739-\$101,711)
CI2797	Network Engineer	814-I (\$72,829-\$116,231)
CI2796	Information Security Specialist	814-I (\$72,829-\$116,231)

	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Network Administrator I exempt	3-None/Incidental	2-Professional	S-Sedentary	Non-
Network Administrator II	3-None/Incidental	2-Professional	S-Sedentary	Exempt

Network Engineer	3-None/Incidental	2-Professional	S-Sedentary	Exempt
Information Security Specialist	3-None/Incidental	2-Professional	S-Sedentary	Exempt

PAY GRADE CHANGE

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Current Pay Grade & Range:</u>	<u>Proposed Pay Grade & Range:</u>
CI1870 \$132,847)	Information Security Manager	815-I (\$77,847-\$124,266)	816-I (\$83,228-
CI2214 \$132,847)	Information Technology Systems Architect	815-I (\$77,847-\$124,266)	816-I (\$83,228-
CI1667 \$95,130)	Information Technology Technical Writer	807-I (\$45,620-\$72,829)	811-I (\$59,618-

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.

POSTING IS REQUIRED

Classification Notice No. 1378

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: February 22, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by amending the approved 2012 Pay Survey Recommendations and changing the pay grade for Paramedic Fleet Supervisor and Paramedic Operations Supervisor from 807-O to 809-O.

In April 2012, the Career Service Board approved the Pay Survey Recommendations. Included in those recommendations, was a pay grade bump for the Paramedic Field Supervisor. Since the approval, it has been made apparent that there were additional classifications that were omitted from the pay grade bumps and should have been included in the original recommendations. The additional classifications are also supervisory classifications used at Denver Health in the Paramedics Division: Paramedic Fleet Supervisor and Paramedic Operations Supervisor.

PAY GRADE CHANGE ONLY

<u>Current Job Code:</u>	<u>Classification Title:</u>
CO2704	Paramedic Fleet Supervisor
CO2705	Paramedic Operations Supervisor

<u>Current Pay Grade:</u>	<u>Proposed Pay Grade</u>
807-O \$50,442 - \$80,707	809-O \$57,643 - \$92,229

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 Office of Human Resources 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.

POSTING IS REQUIRED

Classification Notice No. 1379

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 7, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Staff Project Inspector (621-E).

The Department of Public Works requested that the Office of Human Resources create a new class, Staff Project Inspector. This class will be an entry level bridge class as well as a career path into the Project Inspector series. The entry level class allows Senior City Inspectors the opportunity to train and advance in their careers. Senior City Inspectors perform several of the duties performed by Project Inspectors; however, they do not receive experience or training in processing contractor applications to ensure contract specifications are met. The Staff Project Inspector class will train employees in this process as well as others processes and duties.

NEW CLASSIFICATION

Job Code: CE2795 Classification Title:
Staff Project Inspector

Proposed Pay Grade
621-E \$48,582 - \$70,930

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 Office of Human Resources 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.

POSTING IS REQUIRED

Classification Notice No. 1380

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 7, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the Veterinary Assistant (606-O) and Animal Control Investigator I (613-N). Also, revising the job specification and changing the title of Animal Control Investigator (615-N) and Public Health Veterinarian (812-O) to Animal Control Investigator II and Shelter Veterinarian, respectively. Another proposed change is revising the job specification and pay grade change for Animal Care Supervisor from 609-J to 801-O and Veterinary Technician from 606-O to 608-O. Finally, the proposed change amends the Classification and Pay Plan by abolishing the classes of Lead Animal Control Investigator, Zoo Veterinarian, and Zoo Veterinarian Hourly.

The Department of Environmental Health asked the Office of Human Resources to assist the Denver Animal Care and Control (ACC) with its reorganization. After the reorganization was completed, OHR created two new classes for the ACC, the Animal Control Investigator I and the Veterinary Assistant. Both of these classes were created to meet the current and future needs in the ACC.

In creating the Animal Control Investigator I class, OHR wants to change the title of the Animal Control Investigator class to Animal Control Investigator II. This defines the series and allows the shelter to have entry level and full performance classes.

The ACC requested that OHR change the title of the Public Health Veterinarian to Shelter Veterinarian which is more descriptive of the work.

The Animal Care Supervisor class has recently been used as a full performance supervisor rather than a working supervisor. Consequently, OHR is recommending that the Animal Care Supervisor be changed to an exempt class. The Animal Care Supervisor will be responsible for supervising Animal Care Attendants and Veterinary Assistants.

The Veterinary Technician class is part of this study as OHR wants to change the pay grade of the class based on market data.

Additionally, the ACC wants to abolish the Lead Animal Control Investigator class as the shelter found that the lead workers were performing the work of an Animal Control Supervisors. These employees have been reallocated to the Animal Control Supervisor class so the lead class is no longer needed.

POSTING IS REQUIRED

Classification Notice No. 1381

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 8, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade for Wastewater Quality Control Supervisor from 807-E to 809-E.

The management of the Wastewater Management Division of the Department of Public Works approached the Office of Human Resources regarding the Wastewater Quality Control Supervisor. This classification performs work of a similar type and scope to that of other supervisors in the Maintenance and Operations occupational group. It is recommended to increase the pay grade of the Wastewater Quality Control Supervisor, from 807-E to 809-E. This will maintain equity with other supervisors at Public Works classified as Operations Supervisor, at pay grade 810-J.

PAY GRADE CHANGE

<u>Current Job Code:</u>	<u>Classification Title:</u>
CE1712	Wastewater Quality Control Supervisor

<u>Current Pay Grade:</u>	<u>Proposed Pay Grade</u>
807-E \$43,460 - \$69,536	809-E \$49,665 - \$79,464

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 Office of Human Resources 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.

POSTING IS REQUIRED

Classification Notice No. 1382

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 21, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Terminal Operations Officer (621-A), Airport Operations Officer–Airfield and Ramp Tower (621-A), Airport Operations Supervisor (812-A), and Terminal Operations Supervisor (812-A). Also, revising the job specification and pay grade change for Ramp Tower Supervisor from 622-A to 810-A. Additionally, the proposal changes the pay grade for Aviation Operations Representative from 613-A to 615A and Aviation Operations Representative Supervisor from 806-A to 807-A. The proposal also changes the Job Code from CN2485 to CA2810 for Aviation Emergency Dispatcher and Pay Grade from 615-N to 615-A. Finally, the proposed change amends the Classification and Pay Plan by abolishing the classes of Assistant Aviation Operations Manager and Aviation Operations Manager.

A classification maintenance study was performed on Airfield, Ramp Tower, Terminal and Communication Center positions of the Operations Division of Denver International Airport. The purpose of the study was to accurately reflect the current duties of positions in new or modified class specifications and then compare those positions to airport market survey data and establish appropriate pay levels.

NEW CLASSES

<u>Job Code Range</u>	<u>Classification Title</u>	<u>Pay Grade &</u>
CA2804 \$75,724	Terminal Operations Officer	621-A \$51,866-
CA2805 \$75,724	Airport Operations Officer- Airfield and Ramp Tower	621-A \$51,866-
CA2806	Airport Operations Supervisor	812-A \$64,777-\$103,643
CA2807	Terminal Operations Supervisor	812-A \$64,777-\$103,643

REVISED CLASSIFICATION AND PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>
CA2184	Ramp Tower Supervisor

<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
622-A \$54,226-\$79,170	810-A \$56,685-\$90,696

PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>
CA2486	Aviation Operations Representative
CA2487	Aviation Operations Representative Supervisor

<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
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613-A \$36,333-\$53,046
806-A \$43,406-\$69,450

615-A \$39,714-\$57,982
807-A \$46,401-\$74,242

JOB CODE AND PAY GRADE CHANGE

<u>Current</u> <u>Job Code</u>	<u>Proposed</u> <u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
CN2485	CA2810	Aviation Emergency Dispatcher	615-N \$37,866-\$55,284	615-A \$39,714-\$57,982

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>
CA0707	Aviation Operations Manager
CA0674	Assistant Aviation Operations Manager

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 Office of Human Resources 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.

POSTING IS REQUIRED

Classification Notice No. 1383

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 21, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Building and Grounds Supervisor (804-J).

The Office of Human Resources received a request from the Department of General Services to create a new class as Building and Grounds Supervisor. This request was based on an organizational restructuring of the Facilities Management Division. The Building and Grounds Supervisor will be responsible for supervising the work of laborers to ensure quality, effectiveness, and efficiency and resolving daily operational issues within multiple city facilities.

NEW CLASS

<u>Classification Title:</u>	<u>Pay Grade & Range</u>
Building and Grounds Supervisor	804-J (\$35,353-\$56,381)

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 Office of Human Resources 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.