



## Legislation Text

File #: 17-0837, Version: 1

### OHR/CSA Request Template

**Date Submitted:** 07-25-17

**Requesting Agency:** Office of Human Resources  
**Division:**

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#### Item Title & Description:

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

#### **A bill for an ordinance amending the classification and pay plan for employees in the Career Service and for certain employees not in the Career Service.**

Adds Associate Internal Auditor at paygrade V-808 to the City Classification and Pay Plan. The Committee approved filing this bill by consent on 8-1-17.

**Affected Council District(s) or citywide?** Citywide

#### **Executive Summary with Rationale and Impact:**

*Detailed description of the item and why we are doing it. This can be a separate attachment.*

**The proposed change amends the Classification and Pay Plan by creating a new class called Associate Internal Auditor (V-808).**

Currently there are 4 levels of Internal Auditor classifications: Staff (Non-exempt), Senior (Exempt), Lead (Exempt), and Supervisor (Exempt). It is proposed to create an Associate Internal Auditor classification to provide a competitive career path for employees coming in at the entry level of Staff Internal Auditor. The proposed classification, Associate Internal Auditor, will create an opportunity for the Staff Internal Auditor to move from a non-exempt role to an exempt role after successfully completing one year of on-the-job experience. The Auditor's Office expects the Staff Internal Auditor to function independently and use independent judgement after one year of on-the-job experience as their work develops into an intermediate level. This new classification provides an intermediate level to the Internal Auditor series and allows the Staff Internal Auditor to move from entry level to intermediate level before becoming

a Senior Internal Auditor creating 5 levels of Internal Auditor classifications. Staff, Associate, Senior, Lead, and Supervisor.

**Type (choose one: Classification; Pay; Benefits; Rule Change; Other):** Classification

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**