



Colorado

**Department of Personnel
& Administration**

John W. Hickenlooper
Governor

Kathy Nesbitt
Executive Director

Deborah Layton-Root
Chief Human Resources Officer

DATE: May 29, 2013
TO: Appointing Authorities through HR Directors *CC*
Colorado WINS
FROM: Cindy Corwin, Total Rewards Manager
CC: Deborah Layton-Root, State Chief HR Officer
Kathy Nesbitt, Executive Director
SUBJECT: Implementation of System Changes, JEL 13-02

The system changes indicated on the accompanying chart are approved for implementation. The effective date for each change is indicated on the attached "Summary of System Changes" chart. If the changes involve class descriptions and/or class placements, they are also included. Please provide this information to appointing authorities, directly affected employees, and any others in your agency who may need this information. Information is also available on the web at <http://www.colorado.gov/dpa/dhr>.

If you have any questions, please contact Compensation Unit staff at DPA_Jobevalcomp@state.co.us.

SUMMARY OF FINAL SYSTEM CHANGES

JE Letter #: 13-02
Date of Letter: 5/29/13

* P = proposed; F = final (only F is to be entered into CPPS)

| P or F* | Class Changes | | | Current Class | | New Class | | Occ Grp | | Grade | | Pay Diff. | | Effective Date |
|---------------|---------------|-----|------|---------------|-----------------------------|-----------|-----------------------------|---------|----|-------|----|-----------|----|-------------------|
| | New | Rev | Abol | Code | Title (limit 25 characters) | Code | Title (limit 25 characters) | From | To | From | To | From | To | |
| F | | | X | C4K1XX | GENETICS COUNSELOR | | Abolish | | | | | | | 7/1/13 |
| F | | | X | C6T1XX | NURSE ANESTHETIST | | Abolish | | | | | | | 7/1/13 |

ISSUING AUTHORITY: Colorado Department of Personnel and Administration Rev. 01/2002. # is designation for a salary lid class. nc = no change.



Colorado

Department of Personnel & Administration

SYSTEM MAINTENANCE STUDY

NARRATIVE REPORT -- FINAL CHANGES

Elimination of Vacant Classes

Conducted Fiscal Year 2012-13

BACKGROUND AND PURPOSE OF STUDY

This system-wide study is part of the Department of Personnel & Administration's (hereafter "the department") statutory responsibility, CRS 24-50-104(1)(b), for maintaining and revising the system of classes covering all positions in the state personnel system. Such maintenance may include the assignment of appropriate pay grades that reflect prevailing wage as mandated by CRS 24-50-104(1)(a).

This specific study is conducted to eliminate those classes that are vacant and no longer used. The procedure maintains a current, accurate class plan for all users. This relatively simple housekeeping procedure also reduces the number of classes, which contributes to the goal of fewer, broader classes.

METHODOLOGY

A list of vacant classes from the employee database was obtained. The compensation specialist examined the list of vacant classes and selected Genetic Counselor and Nurse Anesthetist for proposed abolishment since both classes have not been used for a number of years. The two classes proposed for abolishment were emailed to all HR administrators on April 10, 2013. The HR administrators were asked to reply only if they wished to request retention of a class and to provide the rationale for doing so. Such responses were due April 19, 2013. No responses were received.

It should be noted that any class being eliminated might be recreated if the need should arise in the future.

MEET AND CONFER ON PROPOSED

CRS 24-50-104(1)(b) requires the department to meet and confer with affected employees and employee organizations, if requested, regarding the proposed changes before they are implemented as final. The notice for meet and confer was posted on the division's website and emailed to all agency HR administrators on April 24, 2013.

The official notice of proposed changes contained a deadline of May 10, 2013 by which all "meet and confer" activity must conclude in order to implement the recommendations on July 1, 2013. No comments were received.

RECOMMENDATION

Abolish the following two classes on July 1, 2013. These class descriptions will be removed from the DHR website.

| Code | Class Title |
|--------|-------------------|
| C4K1XX | Genetic Counselor |
| C6T1XX | Nurse Anesthetist |

FISCAL IMPACT FOR IMPLEMENTATION YEAR

There is no fiscal impact from this study. These classes are vacant and no current employee is affected.