To: The Honorable Chair and Members of the Unified Personnel Board

From: Holly J. Schoenherr, Director of Human Resources

Date: March 29, 2019

Subject: Approval of Pay Grade Reallocation for Broadcast Engineering Specialist

Recommendation:

Human Resources recommends that the Unified Personnel Board approve the following pay grade reallocation for the Broadcast Engineering Specialist classification as a result of the outcome of an employee appeal with the Human Resources Department:

<table>
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<tr>
<th>Classification Title</th>
<th>Current Pay Grade</th>
<th>Proposed Pay Grade</th>
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<tbody>
<tr>
<td>Broadcast Engineering Specialist</td>
<td>C23</td>
<td>C25</td>
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It is recommended that this change is effective April 14, 2019, which is the first day of the next pay period.

Background:

On September 6, 2018, the Unified Personnel Board adopted comprehensive structural changes to the classification plan for Classified Service positions as well as new Classified pay plans, effective September 16, 2018.

Following adoption of the classification structure by the Unified Personnel Board, Classified employees were provided an opportunity to request from Evergreen Solutions a second review of their classification and pay grade assignment. Results of the secondary review process were shared with employees on March 6, 2019. Employees experiencing a downward reclassification were eligible for further appeal with Human Resources. A downward reclassification is defined as a change upon which the maximum pay rate of the new pay grade is lower than the maximum pay rate of the previous pay grade.

Human Resources conducted an appeal hearing on March 19, 2019, with an incumbent in the Broadcast Engineering Specialist classification. Based on the external market information that was collected in conjunction with this appeal meeting, it is the determination of Human Resources that the classification should be reallocated from pay grade C23 to pay grade C25.
Any related pay adjustments will be made in accordance with Rule 3.C.1(d), Reclassification or Reallocation Increase, with an effective date of April 14, 2019.

The recommended action outlined above affects one employee and is supported by the applicable Appointing Authority.

Thank you for your consideration of this request.