Anschutz CSA / ASA HR Community Meeting

- **Tuesday, April 2, 2024**
- **from 10:00 to 11:30**
- **Via Zoom**

4/2/2024

Human Resources
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

HR ANSCHUTZ
COMMUNITY MEETING

AGENDA

Adrienne Howarth-Moore, Associate Vice Chancellor & Chief Human Resources Officer
- **Welcome and Introductions**
- **Chat and Ground Rules**

Rebecca Derr, Outreach & Training Professional, Employee Services
Deborah Lowe, Outreach Program Manager, Employee Services
- **Open Enrollment**

Dr. Kathryn Nearing, Assistant Professor, School of Medicine, Geriatric Medicine
- **Older Adult Research Specialist (OARS) Program Overview**

Florie Montoya, Assistant VC of TAC, Compensation & HCM
Liz Bouvette, HR Compensation Consultant
- **Salary Slotting for Classified Staff**

Wrap Up

4/2/2024

Human Resources
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*HR ANSCHUTZ
COMMUNITY MEETING*

Open Enrollment

Deborah Lowe, Outreach Program Manager

Employee Services

Human Resources
UNIVERSITY OF COLORADO
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Open Enrollment 2024

8:00 am Monday, April 22 – 5:00 pm Friday, May 10 (MDT)

Open Enrollment 2024

- Open Enrollment 2024 began 8:00 am Monday, April 22nd MDT

- Open Enrollment 2024 ends 5:00 pm Friday, May 10th MDT

- Benefit changes made during Open Enrollment are effective July 1, 2024 – June 30, 2025

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EMPLOYEE SERVICES

Open Enrollment 2024 – Save the Date!

Campus Vendor Fairs

CU Denver
April 23rd from 10am – 2pm

UCCS
April 29th from 10am – 2pm

CU Boulder
April 30th from 10am – 2pm

AMC
May 2nd from 10am – 1:30pm

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EMPLOYEE SERVICES

Passive Enrollment

- **Take no action** if you want the same benefits and do not want a Flexible Spending Account.

- **Take action** if you have a Flexible Spending Account (FSA) and want to re-enroll.

- **Take action** if you want to make a change to medical, dental, vision, FSAs, disability and AD&D.
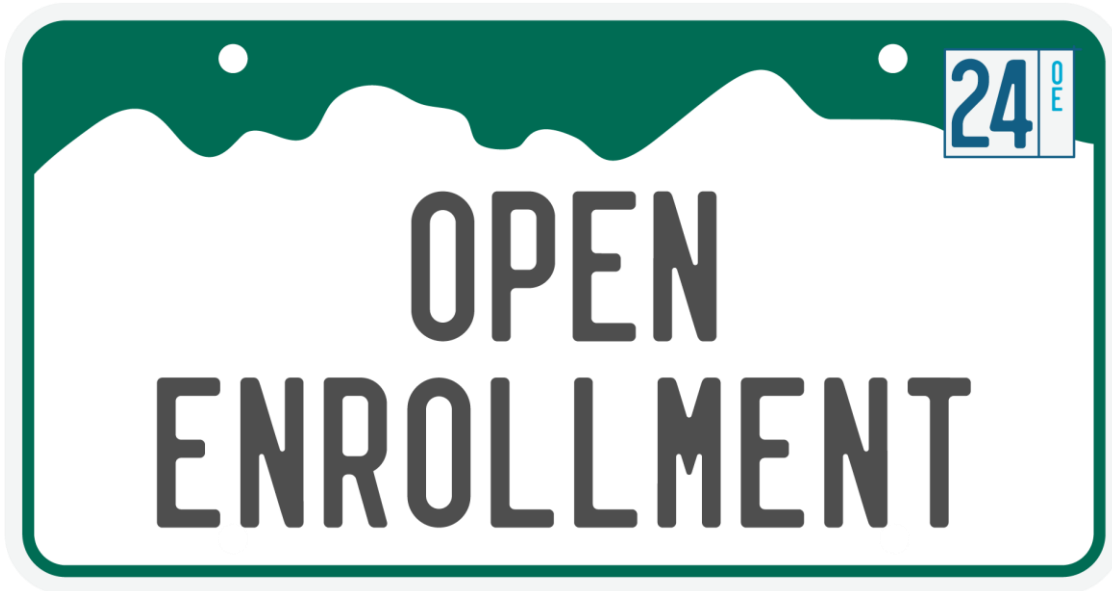
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Dependent Eligibility Verification (DEV)

- **Note:** If you enroll **new** dependents in your medical, dental, vision or life insurance plans during Open Enrollment, they will need to be verified.

- Dependents include a spouse, common law spouse, civil union partner or domestic partner, children up to age 27, qualifying children with disabilities over the age of 27
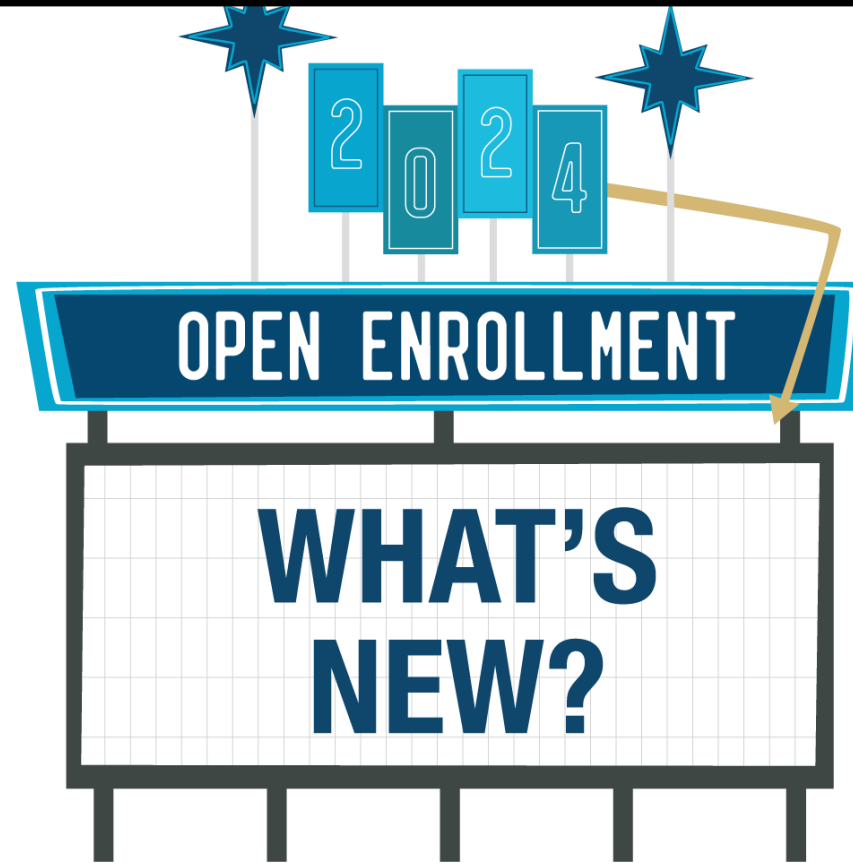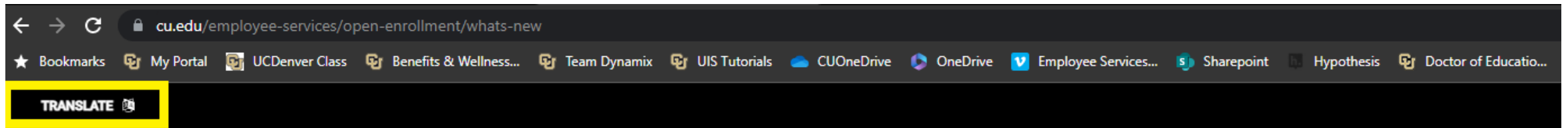
- [CU DEV website](#)

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EMPLOYEE SERVICES

Open Enrollment 2024

[CU Open Enrollment website](#)

Open Enrollment 2024

[CU Open Enrollment website](#)

**ID Cards
Digital Access**

- Always access your ID cards through Digital Access. Learn how on the [CU Digital ID Cards website](#).

Open Enrollment 2024

Did You Know?

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EMPLOYEE SERVICES
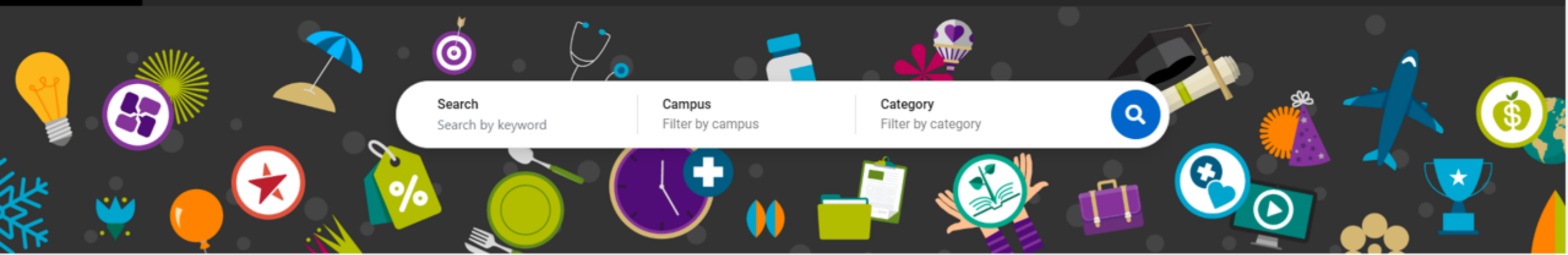
Did You Know?

CU Advantage

- [CU Advantage website](#)

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EMPLOYEE SERVICES

Did You Know?

Wellness Programs

All CU Medical Plan Participants

- [wellness programs website](#)

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Did You Know?
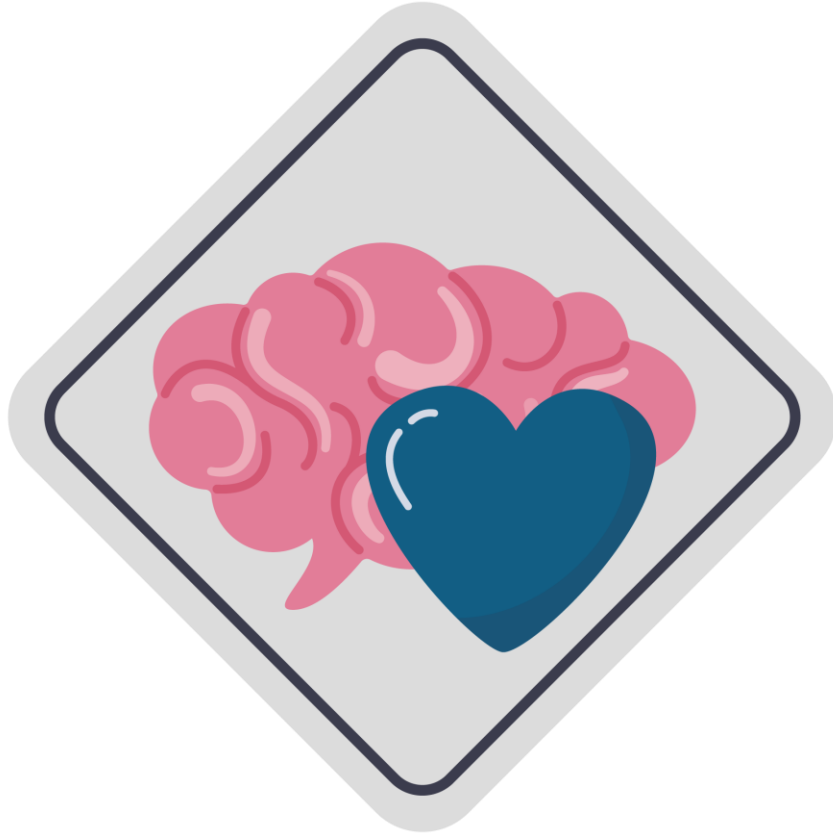
Mental Health Resources
All CU Health Plans

- [employee mental health resources](#)

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EMPLOYEE SERVICES

Take Action During Open Enrollment

Flexible Spending Accounts

FSAs

- Health Care Flexible Spending Account

- Dependent Care Flexible Spending Account

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Take Action During Open Enrollment

Premium Only Plan

CU Health Plans

- [before and after tax elections webpage](#)

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Take Action During Open Enrollment

Short Term Disability

Faculty and University Staff

- plan information

Take Action During Open Enrollment

Voluntary Accidental Death & Dismemberment

- [plan information](#)

Open Enrollment 2024
During OE or Anytime

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EMPLOYEE SERVICES

During OE or Anytime

Optional Life w/ AD&D website

Long Term Disability website (Classified Staff)

Health Savings Account (HSA) website

During OE or Anytime – CU Voluntary Retirement Plans

CU 403(b)
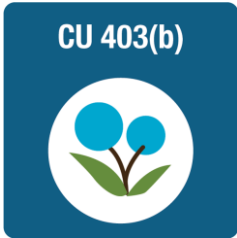
[Learn and enroll in the 403(b)](#)

PERA 401(k)

[Learn and enroll in the 401(k)](#)

PERA 457

[Learn and enroll in the 457](#)

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During OE or Anytime – Add / Update Beneficiaries

TIAA
401(a) & 403(b)

PERA
401(k) & 457

Life Insurance
Plans

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Open Enrollment 2024

Resources

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EMPLOYEE SERVICES

How to Enroll
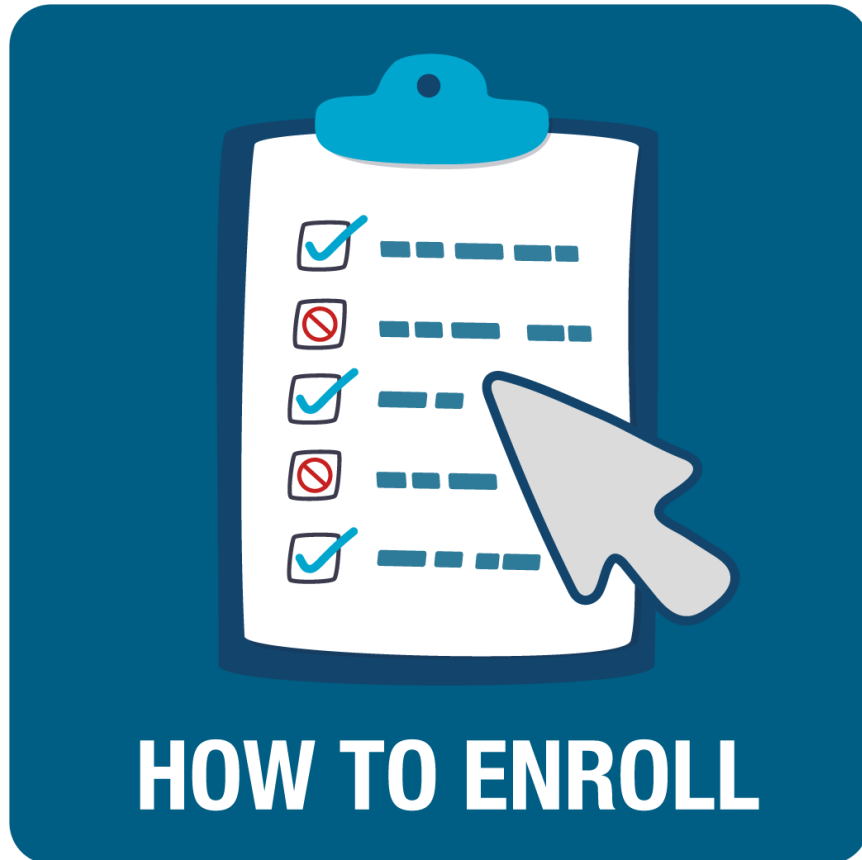
HOW TO ENROLL

- Enroll in the employee portal (https://my.cu.edu/)

- Access your portal website if you have forgotten your credentials

- Review your benefits & plans

- How to enroll instructions website

- How to verify dependents (DEV) website

- Benefits website (www.cu.edu/benefits)

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Resources

- [Open Enrollment website](www.cu.edu/oe) (www.cu.edu/oe)

- [Benefits website](www.cu.edu/benefits) (www.cu.edu/benefits)

- [New Hire Open Enrollment Guidelines (PDF)]

Open Enrollment Resources

Employee Services – Payroll and Benefits Administration

www.cu.edu/benefits

Email: benefits@cu.edu

Phone: 303-860-4200
Payroll: Option 2
Benefits: Option 3

Employee Services does not provide individual tax advice to employees. Please contact your personal tax advisor, the IRS, Social Security Administration, the State of Colorado or local government directly for professional tax advice.

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EMPLOYEE SERVICES

Q & A's

4/2/2024

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*HR ANSCHUTZ
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Older Adult Research Specialist (OARS)

Dr. Kathryn Nearing, Assistant Professor

School of Medicine, Geriatric Medicine

4/2/2024

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HR ANSCHUTZ
COMMUNITY MEETING

Multidisciplinary Center on Aging
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

Older Adult Research Specialists –
A Great Addition to any Research Team!

Kathryn Nearing, PhD MA

Kathryn.nearing@cuanschutz.edu

Kathryn Nearing, PhD, MA

- Assistant Professor, Division of Geriatric Medicine, University of Colorado Anschutz Medical Campus

- Associate Director, VA Eastern Colorado Geriatric Research Education and Clinical Center

- Principal Investigator, NIH/NIA R24 (research infrastructure) award:

  Workforce Development Engages Diverse Older Adults to Catalyze Innovative Approaches for Enhanced Recruitment and Retention

Goal: Achieve an age-inclusive research workforce
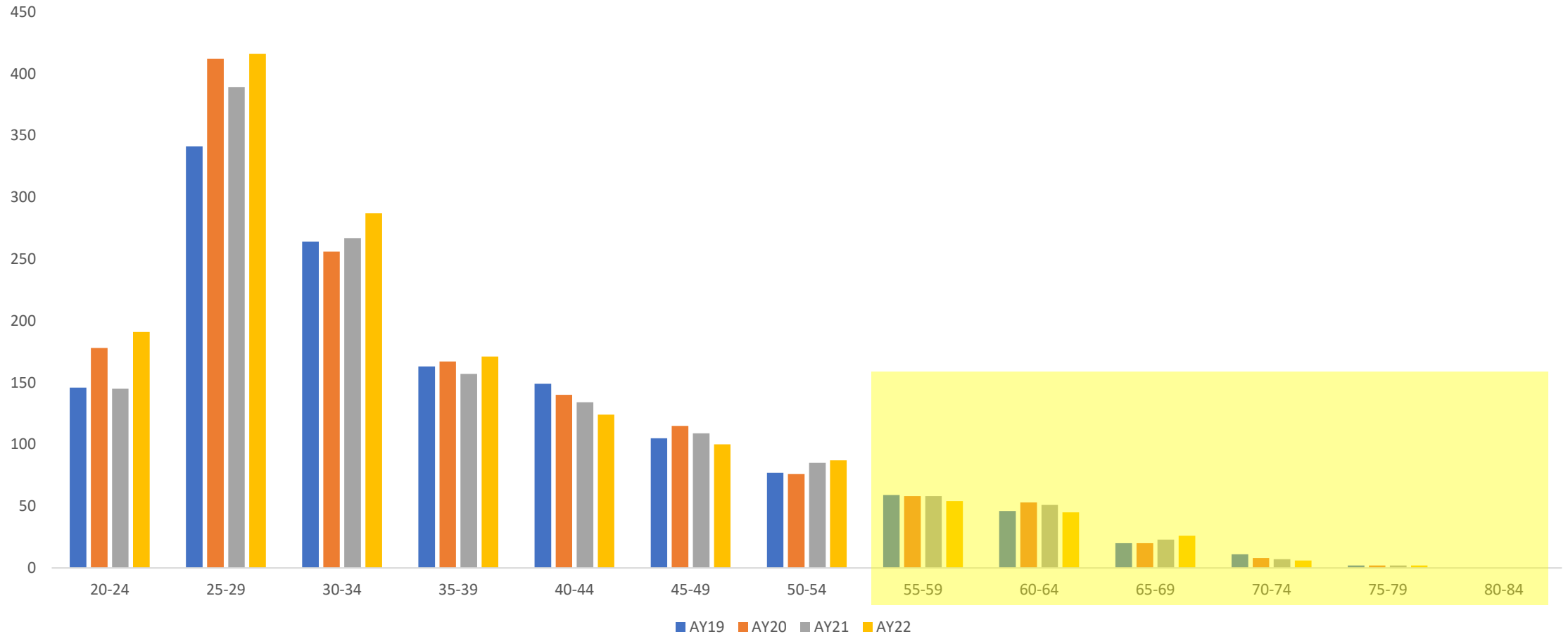
65-79 age group has remained at less than 2% **of CU Anschutz research workforce**

60+ Population by Decade in Colorado
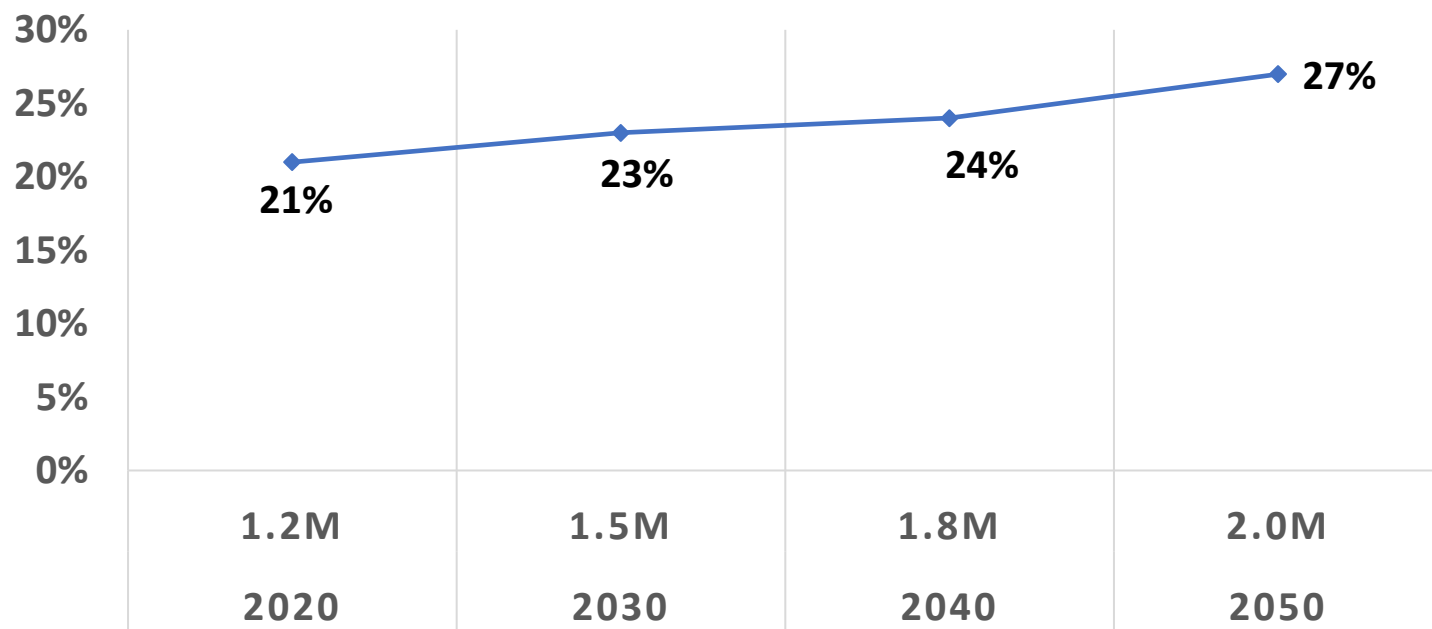
Source: 2021 Colorado State Demographer Office

- By 2034, there will be more people 65+ in our state than under 18
- Last decade, Colorado was the state with the 2nd fastest growing 65+ population

National Institute on Aging Grant (3 years)

- **Aim 1:** Train and hire **Older Adult Research Specialists** to support recruiting and retaining older adult peers, and other underrepresented populations, in clinical trials

- OARS (research navigator) roles can include:

  - Community outreach, engagement
  - Facilitating informed consent
  - Addressing barriers to research study participation (retention)
  - Education and training of research staff
  - Catalyzing innovation and positive change

- Health navigation training is a foundation for preparation

Training Sequence (Fall, Spring cohorts; *n*= 8 - 18)

Orientation to Online Learning Tools

Optional "Tech Office Hours" – 2hrs/wk throughout

Health Navigator Training

(virtual, ~80 hrs, 7 wks)

Older Adult Research Specialist Training

(virtual, ~80 hrs, 7 wks)

Enhanced computer literacy skills Introduction to tools used to support virtual learning, job readiness

Health navigator credential Qualify to be listed on state health department registry

Older Adult Research Specialists uniquely prepared to support recruitment, retention of underrepresented populations in research

Multidisciplinary Center on Aging
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

AFU Age-friendly University Global Network

Older Adult Research Specialists – Not a Job, *A Calling*

45 OARS Graduates (4 cohorts)

- Average age: 68 (56-82)
- African American n= 3; Hispanic n= 3; Asian n= 1
- Males n= 9
- Associates degree to PhD
- Veterans, older adults from military families
- 5 completed Health Navigation training

16 OARS Hires (Summer 2022- present)

- Geriatric Medicine n= 8
- VA Eastern Colorado GRECC n= 1
- Physical Medicine, Rehabilitation n= 1
- Emergency Medicine n= 1* (no longer in role)

- Neurology n= 3 (more applying for open position)
- Center for Inclusive Design, Engineering n= 1
- ACCORDS n= 1* (no longer in role)
- School of Dental Medicine (made offer)

Older Adult Research Specialists bring ...

- Relevant lived experience, transferable professional skills

- Unique training/preparation for roles

  - Health Navigation Training (CDPHE-recognized program; SOM CAPE assessment confers credential)

  - Mental Health First Aid Certified

  - Motivational Interviewing

  - Cultural Competence, DEI, Health Literacy

  - Training on available resources to address social needs that negatively impact retention (day-long, scenario-based)

  - Computer literacy (PC based, MS Office focused)

  - Clinical trials, research ethics, current regulations, informed consent, frameworks for including older adults and other underrepresented populations in research

  - Problem-based, solution-focused team-based projects

Older Adult Research Specialists!

- Trained in recruiting and retaining older adult peers and other underrepresented populations in clinical research

- Include bilingual, bicultural older adults connected to diverse communities

- Want to work on campus, willing to work flexible hours

- Pursuing these roles for these roles – *passionate about research!*

- Intellectually curious, conscientious, dependable, dedicated

- Ready to hire!

Need to hire an OARS now, in the future?

- Go to this site to review OARS bios: [@oars.res | Linktree](#)

- Free *Older Adults in Research* Consult Service for developing recruitment and retention plans

- Information to include in Facilities and Other Resources section of grant applications

- Join our Virtual Job Fair: Monday, May 20th (30-45 min slots available from 9:30 am - 12 pm)

- Invite an OARS to shadow with your team (kathryn.nearing@cuanschutz.edu)

Information for posting position

"The salary ranges for the associated **Community Engagement Research Services positions within the School of Medicine have been established at $45,702- $58,133**.

Minimum Qualifications
- Bachelor's degree in any field
- A combination of relevant experience, education and related training **(such as completed Health Navigation and Older Adult Research Specialist training available through the Multi-disciplinary Center on Aging at the University of Colorado Anschutz Medical Campus) may be substituted for the bachelor's degree on a year for year basis**

Preferred Qualifications
- **Completed Health Navigation and Older Adult Research Specialist training available through the Multi-disciplinary Center on Aging at the University of Colorado Anschutz Medical Campus**
- Bachelor's degree in science or health related field
- Clinical research or related experience
- Bi-lingual

Useful resource for published competencies and interview questions:

ACRP Hiring Guidelines for Entry Level Clinical Research Coordinators™ - ACRP (acrpnet.org)

Ageist myth #1:

One should retire when one reaches a certain age.

"I just love [my job]. I'm very passionate about reaching groups of older adults and the subpopulations that are particularly underrepresented. This job has surprised me. I did not expect, at this point in my life, to be this excited and this committed to a job."

– Debbie MacKillop, OARS (Spring 2022 Cohort)

Ageist myth #2:

Older adults are set in their ways and slow to learn new technologies.

Multisensory Flashcards using Quizlet

Quizlet allows prospective participants, to hear a recording of the flashcard content, while reading. This feature adds another sense for enhanced learning and understanding, especially for potential participants with lower reading skills or vision issues.

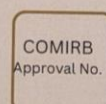## Why This Research Study

Why This Study

- We want to find out if physical therapy exercises can be done safely and effectively by Veterans in their homes—over the internet with live teachers.

- We want to see if this program can work because in-person physical therapy can be harder to find for Veterans who live in rural areas—and especially Veterans who have many health issues.

- We call this type of exercise program tele-rehabilitation. If you decide to join, you will get some one-on-one classes and also some classes with other Veterans.

VA Department of Veterans Affairs

COMIRB# Approval No.
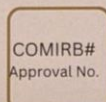
📞 Lead Researcher / PI
000-000-0000

📞 COMIRB
000-000-0000

📞 VA
000-000-0000

Possible Benefits

VA Telerehabilitation Research Study 2023

Possible Benefits

- The researchers are trying to learn if doing rehab exercises at home using the internet will be helpful for Veterans who have 3 or more medical issues.

- We did not create this research study to treat any illness or improve your health.

- It is possible to feel better because of the exercises during this research study, but we cannot guarantee it.

- It is possible to see some of your health numbers get better like your heart rate, but we cannot guarantee it.

VA Department of Veterans Affairs

COMIRB Approval No.

📞 Lead Researcher / PI
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📞 COMIRB
000-000-0000

📞 VA
000-000-0000

Will You Get Paid?

VA Telerehabilitation Research Study 2023

Will You Get Paid?

- There will be no cost to you or to your insurance for joining this research study.

- You will not be paid to be in this study. We will give you an exercise watch (FitBit) to use during the study. You can keep the FitBit when the study is over.

- If you are paying VA copayments for your healthcare, you will continue to make copayments for care that is not related to the research study.

- The VA Eastern Colorado will provide medical care you might need for any injury resulting from the trial. If you have an injury related to the study, call the lead researcher right away.

VA Department of Veterans Affairs

COMIRB Approval No.
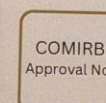
📞 Lead Researcher / PI
000-000-0000

📞 COMIRB
000-000-0000

📞 VA
000-000-0000

Ageist myth #3:

Older adults need our help more than we need theirs.

OARS' Monthly Consult Service

Researchers' feedback about the OARS Consult Service

- "This is by far the most useful and comprehensive recruitment service we have received."

- "From the get-go, the ideas were on target. [OARS] were really looking to work with the team to address recruitment issues."

- "The Consult Team worked to make it participant centered."

100% gave Consult Service the highest rating when asked how helpful the service was to their research.

Q4. On a scale of 1 to 5, with 1 indicating *not at all helpful* and 5 indicating *very helpful*, please rate how helpful you found your interaction with the consult service.

Not at all helpful				Very helpful
1	2	3	4	5
○	○	○	○	●
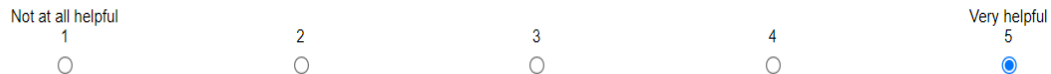
Q5. Please explain your rating.

Wonderful diverse group who provided actionable advice

100% of researchers said they would recommend the OARS Consult service to a colleague.

100%
Promoter

■ Detractor ■ Passive ■ Promoter

Who have we helped? (*n*=7 consults in Yr 2)

- Researchers in the early design stage

- Study teams seeking ways to outreach to older adult communities and reach other underrepresented populations

- Clinical investigator who identified challenges communicating complex study protocols

- Researchers seeking to redesign recruitment flyers

Caregiver VOICE Survey Study
IRB: 23-0854
Version Date 5.18.23

Participate in a Research Study about Caregiver Perspectives
We want to understand dementia care quality from the perspective of caregivers of people living with dementia. The University of Colorado Multidisciplinary Center on Aging is currently recruiting for a research study (COMIRB #23-0854) funded by the Alzheimer's Association.

Who is eligible to participate?
- Aged 18 or older
- Provides care to a person living with dementia
- Can read/speak English

Details of the Study:
- Eligible participants who enroll in the study will be asked to answer survey questions at up to 2 time points about 1 month apart.
- Surveys take 30-45 minutes.
- Participants are eligible to receive a $25 gift card
- The survey asks about your demographics, perspective on dementia care quality, and experiences as a support person for someone with dementia

Recruitment Flyer **Before** Consult

The University of Colorado Multidisciplinary Center on Aging

Caregiver VOICE Research Study
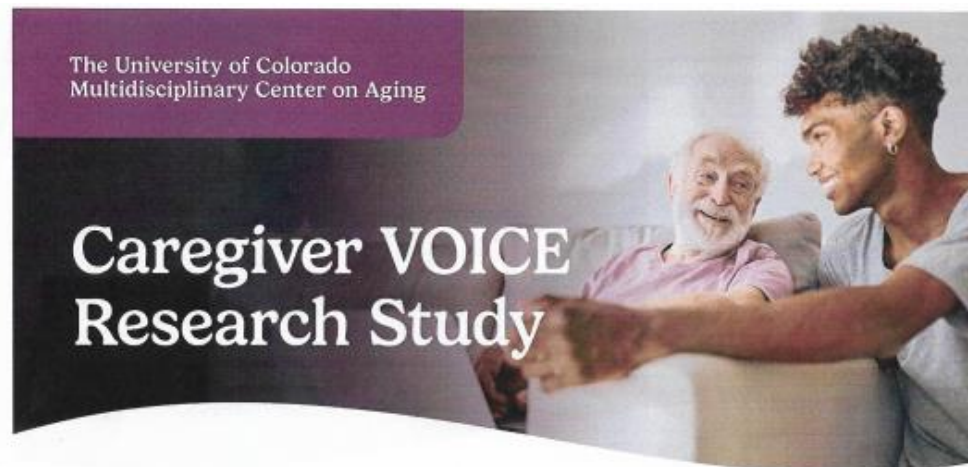
Your Voice matters!
Please join us in improving Dementia care.

Are you 18 or older and **supporting** someone with dementia?

Do you want to **share** your experiences and feedback as a caregiver?

$ Receive a **$25 gift card** after completing the surveys.

We invite you to participate in the Caregiver VOICE research study. You will be asked about your perspectives on dementia quality of care and your experiences and perspectives as a caregiver.

For more information about this important study, please scan the QR code or contact:
- 303-724-8466
- dementia.care@cuanschutz.edu

COMIRB #23-0854

≈VOICE

We want to hear your voice!

Recruitment Flyer **After** Consult

Ageist myth #4:

Generational divides make intergenerational collaboration difficult.

Research Roadshow Roadmap

Station 4: Roadshow Rest Stop
- Place to rest, get refreshments, visit with Older Adult Research Specialists
- Hear from study participants about their experience taking part in research

Key message: Connection to research provides a way to connect with others and better health.

Station 3: Meet Research Study Teams
- Learn about opportunities to participate in research studies on topics that are important to you
- Receive a guided tour of research studies website based on health topics of interest

Key message: There are many opportunities and different ways to participate in research.

Station 5: Training Opportunities
- Learn about free training to become an Older Adult Research Specialist (research navigator)

Key message: Explore encore careers to support the health of your community.

Station 1: Welcome
- Grab a bag and other swag
- Learn about all there is to do at the Research Roadshow from Older Adult Research Specialists

Key message: You can make a difference – you can have a voice – through research!

Station 2: User testing Experiences
- Test new innovations in aging and give researchers your feedback

Key message: Products of research are safer and work better for others like you because your voice and perspectives informed the research.

Research Roadshows Connect Research with Real Life, Catalyze Intergenerational Learning

Level of Engagement	Frequency
Conversations with research teams	1153
Feedback on a prototype (e.g., device)	275
Scheduled for screening	12
Enrolled	31
Completed study protocol	58
Signed up to receive more information (e.g., monthly recruitment email blast)	196

I value research. I hope researchers are or become knowledgeable about people of color and direct research at them.
- Community Participant

It enhanced my perspective on how impactful research can be.
- Community Participant

The Research Roadshows are energizing, pulling me out of my office. I often recommend the Roadshows and these out-of-lab experiences to others.
– PI

- Evaluations consistently document an increase in level of agreement with statements such as, "I know how to access information about research…"

- After an AgeTech Research Roadshow, there was a statistically significant increase in the degree to which respondents agreed with the statement:

    "Researchers can be trusted." (Z=-2.24, *p* <=.05)

Having trouble finding and retaining staff with the right skills, attitude and community connections?

Having trouble recruiting and retaining research study participants?

Consider hiring an Older Adult Research Specialist!

Acknowledgement of Funding Support

Section	Older Adult Research Specialist Training Topics (virtual Monday, Thurs 9am- 12pm)
Exploring the Roles of Older Adult Research Specialists and Foundations	Session 1: Role of Older Adult Research Specialists (compare and contrast with health navigators and community research liaisons)
	Session 2: Community Outreach, Engagement and Recruitment
	Session 3: Overview of Clinical Trials + Intro to Team-based Projects
	Session 4: Inclusion, Exclusion Criteria and the 5Ts and 5Ms -- Frameworks to Promote Inclusion of Older Adults in Research
Evolution of human subjects research protections, current regulations, application through informed consent	Session 5: Evolution of Human Subjects Research Protections and Current Regulations
	Session 6: Essential Elements of Informed Consent
	Session 7: Application - facilitating informed consent (Practicum I)
	Session 8: Panel discussion with clinical research study coordinators and facilitating informed consent (Practicum II)
Team-based projects and preparing for job application process	Session 9: Panel discussion with OARS + time for team-based projects
	Session 10: "Resume Refresh" Workshop + time for team-based projects
	Session 11: Mock Interviews + time for team-based projects
	Session 12: OPTIONAL – additional time for teams to work on projects
	Session 13: OPTIONAL – Virtual Job Fair
Celebration!	Graduation: presentation of projects, conferring of certificates of completion

Q & A's

Human Resources
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Salary Slotting for Classified Staff

Florie Montoya, Assistant VC of TAC, Compensation & HCM

Liz Bouvette, HR Compensation Consultant

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Classified Staff Compensation
July 1,2024

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Agenda

- Changes as of July 1
- Timeline and Order of Operations on July 1st
- FAQ on Step Plan
- System Maintenance Studies/Steps - Impact
- Future of Compensation Reviews
- Range Placement Examples
- Navigating Questions
- Q&A

Changes as of July 1 - Introduction to Classified Slotting/Step Plan

What is changing?	Why?	How?

Classified staff being slotted in salary range based on time in classified job series.
 	
Rounds down to the full year, only counted in full years
• Ex:
    • 11 months of experience = 0 years
    • 25 months of experience = 2 years
 	
Utilizing the Range
• Year 0 = Minimum
• Year 10 = Midpoint
• Year 25 = Maximum
	Partnership Agreement Article 31.6 gives authority to have pay plan based on Time in Job Series effective July 1, 2024 - Partnership Agreement | DHR (colorado.gov)
	
	Not fully approved until approved by General Assembly/Legislature in May, 2024.
		• CU partnering with DPA to collect data
		• Considering every system maintenance study for the past 30+ years
		• Offering the opportunity for employees to submit additional data (not an appeal/grievance process)
		• Designated team at DPA for this implementation including data verification, change management, and communications

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Timeline and Order of Operations

2023 and Early 2024

Collection of data, System Maintenance Studies with Meet and Confers, Agencies verify data

May 15

Final Step Placement Letters sent to Employees

Will include their Final Time in Job Series and Step Increase (if applicable)

By March 31st

Initial Placement Letters Sent

Employees can submit data on their experience not included in their letter until April 30th

July 1st Increases:
1. System Maintenance Studies (movements to new classifications)
2. ATB 3%
3. Step Placement (if applicable)
4. BTM

Order defined in Personnel Board Rule 3-8

FAQ on Step Pay Plan

Calculating Time in Job Series	Step Pay Increase Eligibility
Does FTE change how TIS is counted? <u>No.</u> **What if an employee's old classification is similar (ex: Admin Assistant) to the job they are in now (ex: Program Assistant) – will that time as an Admin Assistant count towards TIS? <u>No, they are in different job series.</u>** **What if they stay in the same job (ex: Admin Assistant), but they are moved from Alternate Funded to Classified – will that time as an Alt Funded employee count towards TIS? <u>No.</u>**	**If Step Pay places an employee at a higher salary than their current salary, their salary must be increased. This is a mandatory.** **If employee's salary is higher than what the Step Pay Plan suggests, employee will receive no step increase. There is no requirement to lower an employee's salary.**

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System Maintenance Studies/Impact

Current System Maintenance Studies	Communications/Resources
System maintenance studies also effective on July 1. We will monitor these employees to ensure they are placed in the appropriate step. Current System Maintenance Studies – implementation on July 2, 2024 • **Information Technology** • **Social Worker/General Counselor and Addiction Specialist**	If employees in your school/dept were impacted, TAC contacted your team in February • Included names of impacted employees and copies of letters that needed to be sent to employees for their review • Email also sent directly to each impacted employee in January 2024 noting their new classification Resources on DPA Website including Meet and Confer Slides and Recordings, Class Descriptions, etc. System Maintenance Studies	DHR (colorado.gov) **Time in Series will not be negatively impacted by a System Maintenance Study – System Maintenance Studies are included in time in series with careful review by DPA**

Future of Compensation Reviews for Classified Staff

Current Process	New Process
Like Alternate Funded and University Staff Compensation Reviews • **Collect relevant experience based on candidate's resume (including external to State Classified system)** • **Look at peer data across University to identify equitable salary rate/range for candidate based on their qualifications**	**New Hires: Time in classified job series will determine hiring salary (includes time at other State agencies)** **This is the minimum salary a department/school can pay** **Can still consider other factors like internal equity with Alternate Funded, market/retention issues, etc. based on specific areas needs and goals.** **Approval can exceed the step plan, but approval from Compensation will always include the minimum a Classified employee can be brought in at based on their Time in Job Series.**

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Example

- Administrative Assistant Job Series

Job Class Series	Classification	Occupational Group	Class Code	Class 6 Code	New Pay Grade	New Minimum	Year 1	Year 2	Year 3 5% Above Min	Year 4	Year 5 5% Above Year 3	Year 6
ADMIN ASSISTANT	ADMIN ASSISTANT I	G	G3A2	G3A2TX	G03	3,100	3,100	3,100	3,255	3,255	3,418	3,418
ADMIN ASSISTANT	ADMIN ASSISTANT II	G	G3A3	G3A3XX	G04	3,255	3,255	3,255	3,418	3,418	3,589	3,589
ADMIN ASSISTANT	ADMIN ASSISTANT III	G	G3A4	G3A4XX	G09	4,154	4,154	4,154	4,362	4,362	4,580	4,580
ADMIN ASSISTANT	ADMIN ASSISTANT INT	G	G3A1	G3A1IX	G01	2,812	2,812	2,812	2,953	2,953	3,101	3,101
ADMIN ASSISTANT	OFFICE MANAGER I	G	G3A5	G3A5XX	G11	4,580	4,580	4,580	4,809	4,809	5,049	5,049
ADMIN ASSISTANT	OFFICE MANAGER II	G	G3A6	G3A6XX	G13	5,050	5,050	5,050	5,303	5,303	5,568	5,568

Candidate Jane Doe has been a Program Assistant I for 4 years at another organization (within Classified System) and is moving to an Administrative Assistant I position at Anschutz.

- Program Assistant is not in Admin Assistant Job Class Series

- Therefore, is at Year 0 of the Admin Asst I pay range

- Minimum Salary on DPA Ranges = $3,100/month aka $37,200 ($17.88/hour)

- AMC MIN WAGE = $18/hour

- MINIMUM APPROVED $18/HOUR = $3,120/month aka $37,440/year FT

Job Class Series	Classification	Occupational Group	Class Code	Class 6 Code	New Pay Grade	New Minimum	Year 1	Year 2	Year 3 5% Above Min	Year 4	Year 5 5% Above Year 3	Year 6
ADMIN ASSISTANT	ADMIN ASSISTANT I	G	G3A2	G3A2TX	G03	3,100	3,100	3,100	3,255	3,255	3,418	3,418
ADMIN ASSISTANT	ADMIN ASSISTANT II	G	G3A3	G3A3XX	G04	3,255	3,255	3,255	3,418	3,418	3,589	3,589
ADMIN ASSISTANT	ADMIN ASSISTANT III	G	G3A4	G3A4XX	G09	4,154	4,154	4,154	4,362	4,362	4,580	4,580
ADMIN ASSISTANT	ADMIN ASSISTANT INT	G	G3A1	G3A1IX	G01	2,812	2,812	2,812	2,953	2,953	3,101	3,101
ADMIN ASSISTANT	OFFICE MANAGER I	G	G3A5	G3A5XX	G11	4,580	4,580	4,580	4,809	4,809	5,049	5,049
ADMIN ASSISTANT	OFFICE MANAGER II	G	G3A6	G3A6XX	G13	5,050	5,050	5,050	5,303	5,303	5,568	5,568

After 18 months as an Admin Assistant I, Jane Doe is promoted to the Administrative Assistant II level.

- Time as Admin I will be counted, as it is in the same job series as Admin II

- Only full years of service are counted, therefore, Jane has 1 year of time in series

- MINIMUM APPROVED = $3,255/month ($39,060/year)

Job Class Series	Classification	Occupational Group	Class Code	Class 6 Code	New Pay Grade	New Minimum	Year 1	Year 2	Year 3 5% Above Min	Year 4	Year 5 5% Above Year 3	Year 6
ADMIN ASSISTANT	ADMIN ASSISTANT I	G	G3A2	G3A2TX	G03	3,100	3,100	3,100	3,255	3,255	3,418	3,418
ADMIN ASSISTANT	ADMIN ASSISTANT II	G	G3A3	G3A3XX	G04	3,255	3,255	3,255	3,418	3,418	3,589	3,589
ADMIN ASSISTANT	ADMIN ASSISTANT III	G	G3A4	G3A4XX	G09	4,154	4,154	4,154	4,362	4,362	4,580	4,580
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ADMIN ASSISTANT	OFFICE MANAGER II	G	G3A6	G3A6XX	G13	5,050	5,050	5,050	5,303	5,303	5,568	5,568

Jane Doe works as an Admin Assistant II for 10 months, then works an additional 10 months in this position, but at 50% FTE. Now, Jane is offered a position as an Admin Assistant III (100% FTE) in another department.

- All of Jane Doe's experience in the Admin Assistant Job Series would be counted (Admin I, Admin II)

- FTE does not impact the calculation of time in job series
  - 10 months @ 50% FTE + 10 months @ 100% FTE = 20 months as an Admin Asst II

- 18 Months as an Admin I + 20 Months as an Admin II = 38 months.
  - Only count full years of experience, so this would place Jane in the Year 3 Step for Admin Assistant III.

- MINIMUM APPROVED = $4,362/month aka $52,344/year FT

Job Class Series	Classification	Occupational Group	Class Code	Class 6 Code	New Pay Grade	New Minimum	Year 1	Year 2	Year 3 5% Above Min	Year 4	Year 5 5% Above Year 3	Year 6
ADMIN ASSISTANT	ADMIN ASSISTANT I	G	G3A2	G3A2TX	G03	3,100	3,100	3,100	3,255	3,255	3,418	3,418
ADMIN ASSISTANT	ADMIN ASSISTANT II	G	G3A3	G3A3XX	G04	3,255	3,255	3,255	3,418	3,418	3,589	3,589
ADMIN ASSISTANT	ADMIN ASSISTANT III	G	G3A4	G3A4XX	G09	4,154	4,154	4,154	4,362	4,362	4,580	4,580
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ADMIN ASSISTANT	OFFICE MANAGER II	G	G3A6	G3A6XX	G13	5,050	5,050	5,050	5,303	5,303	5,568	5,568

Navigating Questions

- Refer to the State Website
  - Great resources, tools and information including Rules and Agreements
    - Step Pay FAQ
  - DPA_steppay@state.co.us

- DPA will communication with Classified employees via letters and emails – recommend employees read the emails from the State

- Hr.compensation@cuanschutz.edu
  - We have been asked to refer most questions directly to DPA, but we can assist you as needed

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Step Pay Plan – Classified Staff
Effective July 1, 2024

Questions?

DPA_steppay@state.co.us

Thank You for Joining Us

Next HR Community Meeting
June 4, 2024
10:00-11:30

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