

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: **January 03, 2022**

Please mark one:  **Bill Request** or  **Resolution Request**

### 1. Type of Request:

- Contract/Grant Agreement**    **Intergovernmental Agreement (IGA)**    **Rezoning/Text Amendment**  
 **Dedication/Vacation**    **Appropriation/Supplemental**    **DRMC Change**  
 **Other: Classification & Pay Plan Update**

2. **Title:** Approves Classification Notices #1684, #1685, #1686, #1687, #1688, #1689, #1690, #1691, #1692, #1693, #1694, #1695, #1696, #1697, #1698, #1699, #1700, #1702

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

### 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Blair Malloy	Name: Blair Malloy
Email: Blair.Malloy@denvergov.org	Email: Blair.Malloy@denvergov.org

### 5. General description or background of proposed request. Attach executive summary if more space needed:

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

### 6. City Attorney assigned to this request (if applicable):

### 7. City Council District:

### 8. **\*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet\*\***

## Key Contract Terms

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract?  Yes  No Is this an Amendment?  Yes  No If yes, how many? \_\_\_\_\_

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before?  Yes  No

Source of funds:

Is this contract subject to:  W/MBE  DBE  SBE  XO101  ACDBE  N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

To: Denver City Council

From: Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
Nicole De Gioia-Keane, Classification & Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: January 3, 2021

Subject: Changes to the Classification & Pay Plan **Not** Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

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Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of July 2021 through December 2021.

For this timeframe, there are 18 on 12/31/21 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1684 – Labor Compliance series
- Classification Notice 1685 – Therapist Unlicensed Masters Level
- Classification Notice 1686 – County Court Marshal series
- Classification Notice 1687 – Wastewater Data Technician
- Classification Notice 1688 – Criminal Investigations Technician
- Classification Notice 1689 – Tax Auditor Associate
- Classification Notice 1690 – Medical Officer
- Classification Notice 1691 – Manager on Duty-House Manager
- Classification Notice 1692 – Fire Protection Manager
- Classification Notice 1693 – Data Analytics Specialist
- Classification Notice 1694 – Veterinary Technician Apprentice
- Classification Notice 1695 – Shelter Veterinarian Chief and Veterinary Technician Non-Certified
- Classification Notice 1696 – Community Health Worker Apprentice
- Classification Notice 1697 – Maintenance Administration Supervisor
- Classification Notice 1698 – Environmental Public Health Analyst series
- Classification Notice 1699 – Environmental Public Health Specialist
- Classification Notice 1700 – 2021 Abolishment of Various Classifications
- Classification Notice 1702 – Purchasing Manager

The next submission will be in July 2022 for small-impact changes provisionally approved by the OHR Executive Director for the period of January 2022 through June 2022.

**POSTING IS REQUIRED**

**Classification Notice No. 1684**

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** August 20, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by revising the job classifications of the Prevailing Wage Series.**

The Auditor's Office has requested that the Prevailing Wage classification series titles and job specifications be updated since the Technician role supports the division and the Analyst and Analyst Lead roles analyze and enforce adherence to other labor laws besides prevailing wage compliance only.

**REVISED JOB CLASSIFICATION TITLES**

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
CA3220	Prevailing Wage Technician	Labor Compliance Technician
CA2966	Prevailing Wage Analyst	Labor Compliance Analyst
CA3060	Prevailing Wage Analyst Lead	Labor Compliance Analyst Lead

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, September 2, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1685**

**To:** Agency Heads and Employees

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** August 27, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Therapist Unlicensed Masters Level (CA3326).**

The Department of Safety, Sheriff’s Office requested a new classification that will provide therapeutic work including assessment, evaluation, counseling, referral, and placement.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3326	Therapist Unlicensed Masters Level	EX-05 (\$45,030-\$59,665-\$74,300)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, September 9, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1686**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** September 10, 2021

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of County Court Marshal Chief and changing the pay grades of County Court Marshal and County Court Marshal Supervisor.**

The Office of Human Resources Classification and Compensation Division has been working with the Denver County Court assisting in the reorganizational structure of the Denver County Court Marshals Division and pay grade changes:

- The **County Court Marshal** job classification will have revisions to its duties and accountabilities.
- The **County Court Marshal Supervisor** job classification will have revisions to its duties and accountabilities.
- A new job classification of **County Court Marshal Chief** is being proposed since the current duties and accountabilities of the County Court Marshal Supervisor have expanded beyond the supervisory function. The Chief will be responsible for administering and directing the operation of the Marshal's Office by providing leadership and direction including defining the Office's mission, vision, goals and objectives, staffing, initiatives, interests, and short- and long-term strategic plans. This also provides a career path for current supervisors.

**REVISED CLASSIFICATION AND PAY GRADE/RANGE**

<u>Job Code</u>	<u>Title</u>	<u>Current Grade</u>	<u>Proposed Grade/Range</u>
CN1866	County Court Marshal	NE-14 (\$24.85 – \$31.68 – \$38.51)	NE-18 (\$31.37 - \$39.99 - \$48.62)
CN1867	County Court Marshal Supervisor	EX-08 (\$56,725–\$75,161-\$93,597)	EX-11 (\$71,457 – 94,681 – 117,905)

**NEW CLASSIFICATION**

<u>Proposed Classification Code/Title</u>	<u>Proposed Grade/Range</u>
CN3323 County Court Marshal Chief	EX-14 (\$90,016 - \$119,271 - \$148,526)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, September 9, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1687**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** September 17, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

**The proposed change amends the Classification and Pay Plan by changing the new pay grade of Wastewater Data Technician from NE-08 to NE-09.**

The Wastewater Division of DOTI requested a compensation study of the Wastewater Data Technician because of similar classifications in other occupational groups adjusting up as a result of a former Market Analyses. The job descriptions were also updated. Wastewater Data Technicians perform specialized technical analysis and reviews for Sanitary Sewer and Storm Drainage billing accounts to ensure accuracy of records and charges to customers; requiring research in GIS, Assessor records and Financial records to maintain compliance with established procedures and Denver Revised Municipal Code and explaining in written or verbal communication the policies, procedures and ordinances.

**CLASSIFICATION PAY GRADE CHANGE(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CV2361	Wastewater Data Technician	NE-08 (\$17.87 - \$22.33 - \$26.80)	NE-09 (\$18.94 - \$23.67 - \$28.41)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, September 30, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1688**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** September 24, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Criminal Investigations Technician (CL3330).**

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

The Office of Human Resources Classification and Compensation Division has been working with the District Attorney's Office to create a new classification. The current Investigations Technician job specification is also used by the Civil Service Commission (CVC), Excise and Licenses (EXL), and the Department of Safety (DOS) and this current job specification meets these agency's needs. The DA Investigations Technician essential job duties and experience requirement are significantly different from the current Investigations Technician job specification and no longer meets the DA's Office needs.

**NEW CLASSIFICATION AND PROPOSED PAY GRADE/RANGE**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade/Range</u>
CL3330	Criminal Investigations Technician	NE-15 (\$26.34 - \$33.58 - \$40.82)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 07, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1689**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** September 24, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Tax Auditor Associate (CV3337).**

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_



A new classification, Tax Auditor Associate, is proposed to ensure the Tax Auditor class series is consistent with other professional finance and accounting classes used citywide. The citywide classification model progresses from Staff (entry-level) to Associate (intermediate level) to Senior (full performance), however this series does not have an Associate level. This new classification will provide additional career progression opportunities to employees and allow management flexibility to assign work as employees gain more on the job experience.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CV3337	Tax Auditor Associate	EX-08 (\$56,725-\$75,161-\$93,597)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 07, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1690**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** September 24, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Medical Officer (CO3344).**

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

DDPHE has requested the creation of a new classification, Medical Officer. This classification is required, under state law, to be a licensed medical doctor and will provide medical expertise supporting department and citywide public health initiatives and programs.

### NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CO3344	Medical Officer	EX-24 (\$190,739 - \$257,497 - \$324,256)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 07, 2021**. Please include a contact name and phone number so that we may respond directly.

### POSTING IS REQUIRED

**Classification Notice No. 1691**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** September 24, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Manager on Duty/House Manager (RG3338).**

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

Denver Arts & Venues requested a new classification of Manager on Duty/House Manager. The Manager on Duty/House Manager will oversee theatre event management, as the onsite liaison between venue, clients, and vendors. This new classification will direct the work of floor supervisors, ushers and assist with patron's resolution.

**New Classification**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed New Pay Grade&amp; Range</u>
RG3338	Manager on Duty/House Manager	CR-10 (\$19.14 - \$26.32)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 07, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1692**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** October 01, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Fire Protection Manager (CE3342).**

The Department of Safety, Fire Department requested a new classification that will provide a manager for the Fire Protection Division. The Fire Protection Division reviews have increased significantly, and this new classification will provide strategic plans, establish initiatives, and serve as the subject matter expert to the Division Chief.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

## NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CE3342	Fire Protection Manager	EX-16 (\$103,050-\$139,118-\$175,185)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 14, 2021**. Please include a contact name and phone number so that we may respond directly.

### POSTING IS REQUIRED

**Classification Notice No. 1693**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** October 08, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Data Analytics Specialist (CA3340).**

The OHR Classification and Compensation Division has been working with the Auditor’s Office and Department of Transportation and Infrastructure in creating a new classification of Data Analytics Specialist that will be responsible for performing specialized, professional level data analyst work engaged in analytical assessments and evaluations of local government functions and activities by providing analytical and methodological support.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

**NEW CLASSIFICATION AND PAY GRADE ASSIGNMENT**

**New Job Code**

CA3340

**Proposed Class Title**

Data Analytics Specialist

**Proposed Pay Grade & Range**

EX-13 (\$83,348 - \$110,436 - \$137,524)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 21, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1694**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** October 08, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Veterinary Technician Apprentice (CO3347).**

Denver Animal Shelter is establishing a formal apprentice program consisting of classroom and on-the-job training through community colleges for individuals interested in pursuing veterinary technician or related careers. This is a new classification to support this career development opportunity and serves as a point of entry into technical careers providing animal care.

**NEW CLASSIFICATION**

**Job Code**

CO3347

**Proposed Classification Title**

Veterinary Technician Apprentice

**Proposed Pay Grade & Range**

NE-05 (\$15.00-\$18.75-\$22.50)

*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

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**POSTING IS REQUIRED**

**Classification Notice No. 1695**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** October 08, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classifications of Shelter Veterinarian Chief (CO3349) and Veterinary Technician Non-Certified (CO3348), along with other various related changes.**

Denver Animal Shelter is reviewing the current classifications for employees providing medical care to animals in care of the shelter and to address increasing demand for these services in the community. The proposed changes are to create new levels that address current operational gaps while providing additional career path opportunities and changes to ensure pay grades are aligned to current market rates.

**NEW CLASSIFICATION**

<b><u>Job Code</u></b>	<b><u>Proposed Classification Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CO3349	Shelter Veterinarian Chief	EX-15 (\$97,217-128,813-160,408)

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: BR22 0035

Date Entered: \_\_\_\_\_

**JOB TITLE CHANGE**

<u>Job Code</u>	<u>Current Classification Job Title</u>	<u>Proposed Classification Title</u>
CO2649	Veterinary Technician	Veterinary Technician Certified

**PAY GRADE AND RANGE CHANGES**

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CO2649	Veterinary Technician Certified	NE-08 (\$17.87-22.33-26.80)	NE-10 (\$20.07-25.09-30.11)
CO3183	Veterinary Fellow	NE-08 (\$17.87-22.33-26.80)	NE-11 (\$21.28-26.60-31.92)
CO2672	Zoo Veterinary Technician	NE-10 (\$20.07-25.09-30.11)	NE-12 (\$22.55-28.19-33.83)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

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**POSTING IS REQUIRED****Classification Notice No. 1696**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** October 29, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Community Health Worker Apprentice (CA3359).**

As part of expanding the city’s career talent pipeline and career training opportunities, the city has partnered with an external program sponsor to establish an apprenticeship program. This is a proposed new classification for entry and training into careers in community health fields through a DOL-recognized apprenticeship program which consists of classroom instruction and on-the-job training for program participants beginning in 2021.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3359	Community Health Worker Apprentice	NE-05 (\$15.00-\$18.75-\$22.50)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & Pay Plan shall be the beginning of the first work week

*To be completed by Mayor’s Legislative Team:*

following approval by the mayor or by the City Council over the mayor's veto. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval."

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, November 11, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1697**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** October 29, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Maintenance Administration Supervisor (CJ3358).**

The OHR Classification and Compensation Division has been working with the Denver International Airport (DEN) in creating a new classification of Maintenance Administration Supervisor that will be responsible for performing supervision and overseeing the maintenance administration staff, in managing, planning and scheduling maintenance workflow process and coordinating function maintenance support programs.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CJ3358	Maintenance Administration Supervisor	EX-10 – (66,164 – 87,667.50 – 109,171)

Per Career Service Rule 7-37 A – "If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from

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changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, November 11, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1698**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** November 05, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Environmental Public Health Analyst Associate (CE3351), changing the pay grade of the Environmental Public Health Analyst Staff, and changing the classification titles in the series.**

A study was recently conducted to ensure consistent application of certain Environmental Public Health classifications to certain positions. One of the study’s findings is to modify the existing Environmental Public Health Analyst series. It is proposed to first update the classification titles to replace roman numerals and follow citywide nomenclature for jobs in professional class series and update two titles, “I” with “Staff” and the “II” with “Senior.” The second proposal is to change the pay grade of the Environmental Public Health Analyst Staff from its current non-exempt pay grade to an exempt pay grade. The third proposed change is to create a new classification called Environmental Public Health Analyst Associate to provide an additional job series progression level for employees and allow management flexibility when assigning work to employees. This level does not exist today in this job series and the new classification is a step between the Staff and Senior levels, which is a consistent career path which mirrors other professional job series used citywide.

**JOB TITLE CHANGES**

<b><u>Job Code</u></b>	<b><u>Current Classification Job Title</u></b>	<b><u>Proposed Classification Title</u></b>
CE2266	Environmental Public Health Analyst I	Environmental Public Health Analyst Staff
CE2267	Environmental Public Health Analyst II	Environmental Public Health Analyst Senior

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**PAY GRADE AND RANGE CHANGES**

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CE2266	Environmental Public Health Analyst Staff	NE-15 (\$26.34-33.58-40.82)	EX-07(\$52,523-69,593-86,664)

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CE3351	Environmental Public Health Analyst Associate	EX-09 (\$61,263-81,174-101,084)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, November 18, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1699**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** November 05, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Environmental Public Health Specialist (CE3350) and abolishing the Public Health Administrator (CE2893).**

A study was recently conducted to ensure consistent application of certain Environmental Public Health classifications to certain positions. One of the study’s findings is to create a new classification, Environmental Public Health Specialist and to abolish Public Health Administrator. The new classification will better describe work done by current incumbents of the Public Health Administrator classification and clarify and provide alternatives within the career path for employees as they progress in environmental public health careers in the city.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CE3350	Environmental Public Health Specialist	EX-11 (\$71,457-94,681-117,905)

**ABOLISHMENT**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CE2893	Public Health Administrator	EX-10 (\$66,164-87,667.50-109,171)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from

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*To be completed by Mayor’s Legislative Team:*

changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, November 18, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1700**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** November 05, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by abolishing various classifications from the city’s classification structure.**

OHR Classification and Compensation reviews and identifies unused classifications for abolishment from the city’s classification structure on an annual basis which aren’t part of any discrete classification study. Identified unused classifications are vetted with appropriate stakeholders at affected agencies to confirm that these classifications aren’t intended to be utilized in the future. As a result of this year’s review, 11 classifications are proposed for abolishment.

**CLASSIFICATION ABOLISHMENT(S)**

<b>Job Code</b>	<b>Pay Grade</b>	<b>Classification Title</b>
FA2138	EX-06	Community Relations Ombudsman, OIM
CA2813	EX-17	Public Works Director Senior
CJ2677	NE-17	Trades Inspector
CN1923	NE-09	Fingerprint Technician
CN2737	NE-10	Fingerprint Technician Lead
FA2137	EX-10	Management Analyst OIM
CO0565	EX-07	Clinical Social Worker Team Leader
CO2642	NE-05	Dental Assistant
CO2717	EX-16	Dentist

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CO2643	NE-05	Health Care Technician
CO2647	NE-06	Medical Office Assistant

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, November 18, 2021**. Please include a contact name and phone number so that we may respond directly.

**POSTING IS REQUIRED**

**Classification Notice No. 1702**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** November 05, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title of Buyer Supervisor (CA0722) to Purchasing Manager (CA0722).**

The General Services Agency has requested that the Buyer Supervisor classification title be reviewed. The primary concerns are determining the management level of the role. The role manages professional level staff, and may also manage a Lead professional. These positions make budget allocation decisions, set strategy, and have significant authority over both staff and procedural decisions.

**REVISED JOB CLASSIFICATION TITLES**

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
CA0722	Buyer Supervisor	Purchasing Manager

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

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