

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **11:00am on Monday**. Contact the Mayor's Legislative team with questions

Please mark one: ☒ Bill Request or ☐ Resolution Request

Date of Request: **August 17, 2023**

**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 Notice #1790

**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:**

The proposed change amends the Classification and Pay Plan by adjusting the city's pay tables and ranges, abolishing Pay Grades and adjusting Pay Grades for classifications that fall into those Grades.

**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\*\***

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

Resolution/Bill Number: \_\_\_\_\_

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

## Key Contract Terms

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?

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## Classification Notice No. 1790

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** August 4, 2023  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adjusting the city's pay tables and ranges, abolishing Pay Grades and adjusting Pay Grades for classifications that fall into those Grades.**

As required by Sec. 18-5 of the Denver Revised Municipal Code (DRMC), the annual market analysis pay table adjustments ensure that the city's pay tables and ranges are competitive with market rates. OHR proposes an adjustment to the city's pay tables that are utilized by classifications in the scope of this study. These recommendations include the City and County of Denver Minimum Wage ordinance requirements as announced on August 4, 2023, with a new minimum wage of \$18.29. Therefore, OHR is proposing several changes to the classification and pay plan, which includes pay range adjustments and abolishment of certain pay grades, and ensuring employee pay rates to be no less than the range minimum, effective on January 1, 2024. Finally, certain classifications are proposed to change pay grade if the grade is being abolished to maintain grade distinctions between classifications in a series.

### Current Pay Tables

#### Non-Exempt

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
NE-06	17.29	19.45	21.61	23.78	25.94
NE-07	17.55	19.75	21.94	24.14	26.33
NE-08	18.61	20.94	23.26	25.59	27.92
NE-09	19.72	22.19	24.65	27.12	29.58
NE-10	20.90	23.52	26.13	28.74	31.35
NE-11	22.16	24.93	27.70	30.47	33.24
NE-12	23.48	26.42	29.35	32.29	35.22
NE-13	24.90	28.01	31.12	34.24	37.35
NE-14	25.87	29.43	32.99	36.55	40.10
NE-15	27.43	31.20	34.97	38.75	42.52
NE-16	29.07	33.07	37.06	41.06	45.06
NE-17	30.82	35.06	39.29	43.53	47.77
NE-18	32.67	37.16	41.65	46.15	50.64
NE-19	34.63	39.39	44.15	48.92	53.68
NE-20	36.71	41.76	46.80	51.85	56.90
NE-21	38.90	44.25	49.60	54.95	60.30
NE-22	41.24	46.91	52.58	58.25	63.92

#### Exempt

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
EX-05	50,000	58,125	66,250	74,375	82,500
EX-06	50,647	58,877	67,107	75,338	83,568
EX-07	54,699	63,588	72,476	81,365	90,253

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

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Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
EX-08	59,075	68,675	78,274	87,874	97,474
EX-09	63,801	74,169	84,536	94,904	105,272
EX-10	68,905	80,102	91,299	102,496	113,693
EX-11	74,417	86,510	98,603	110,696	122,788
EX-12	80,371	93,431	106,491	119,552	132,612
EX-13	86,801	100,906	115,011	129,117	143,222
EX-14	93,744	108,978	124,211	139,445	154,678
EX-15	101,244	117,696	134,148	150,601	167,053
EX-16	107,319	126,100	144,880	163,661	182,442
EX-17	115,904	136,187	156,470	176,754	197,037
EX-18	125,176	147,082	168,988	190,894	212,799
EX-19	135,190	158,849	182,507	206,165	229,823
EX-20	146,005	171,556	197,107	222,658	248,209
EX-21	157,686	185,281	212,876	240,471	268,066
EX-22	170,301	200,104	229,906	259,709	289,512
EX-23	183,924	216,111	248,298	280,485	312,671
EX-24	198,639	233,401	268,163	302,925	337,686
EX-25	214,530	252,073	289,616	327,159	364,701
EX-26	231,693	272,239	312,785	353,332	393,878
EX-27	250,227	294,017	337,807	381,597	425,386
EX-28	270,246	317,539	364,832	412,125	459,418

**Community Rate**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
CR-07	17.29	18.89	20.49	22.09	23.69
CR-08	18.12	19.80	21.47	23.15	24.82
CR-09	19.02	20.78	22.54	24.30	26.06
CR-10	19.97	21.82	23.67	25.52	27.36
CR-11	20.98	22.92	24.86	26.80	28.74
CR-12	22.03	24.07	26.10	28.14	30.18
CR-13	23.12	25.26	27.40	29.54	31.67

**Intern**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
A-411	17.29	17.85	18.41	18.98	19.54
A-412	17.89	18.43	18.98	19.55	20.14
A-413	18.84	19.41	19.99	20.59	21.21
A-414	19.95	20.55	21.17	21.82	22.46

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## **Proposed Pay Tables**

### **Non-Exempt**

<b>Compensation Grade</b>	<b>Minimum</b>	<b>Top of Q1</b>	<b>Midpoint</b>	<b>Top of Q3</b>	<b>Maximum</b>
NE-07	18.29	20.58	22.86	25.15	27.44
NE-08	19.11	21.50	23.89	26.28	28.67
NE-09	20.26	22.79	25.32	27.86	30.39
NE-10	21.47	24.16	26.84	29.53	32.21
NE-11	22.76	25.61	28.45	31.30	34.14
NE-12	24.11	27.13	30.14	33.16	36.17
NE-13	25.57	28.77	31.96	35.16	38.36
NE-14	26.57	30.23	33.88	37.53	41.18
NE-15	28.16	32.04	35.91	39.78	43.65
NE-16	29.85	33.96	38.06	42.17	46.27
NE-17	31.65	36.00	40.35	44.71	49.06
NE-18	33.55	38.16	42.77	47.39	52.00
NE-19	35.56	40.45	45.34	50.23	55.12
NE-20	37.69	42.88	48.06	53.24	58.42
NE-21	39.95	45.45	50.94	56.43	61.92
NE-22	42.35	48.18	54.00	59.82	65.64

### **Exempt**

<b>Compensation Grade</b>	<b>Minimum</b>	<b>Top of Q1</b>	<b>Midpoint</b>	<b>Top of Q3</b>	<b>Maximum</b>
EX-06	55,000	63,938	72,875	81,813	90,750
EX-07	56,176	65,305	74,433	83,562	92,690
EX-08	60,669	70,528	80,387	90,246	100,104
EX-09	65,523	76,171	86,818	97,466	108,113
EX-10	70,765	82,265	93,764	105,263	116,762
EX-11	76,426	88,846	101,265	113,684	126,103
EX-12	82,540	95,953	109,366	122,779	136,191
EX-13	89,144	103,630	118,116	132,602	147,088
EX-14	96,275	111,920	127,565	143,210	158,854
EX-15	103,977	120,874	137,770	154,666	171,562
EX-16	110,216	129,504	148,792	168,080	187,367
EX-17	119,033	139,864	160,695	181,526	202,356
EX-18	128,556	151,054	173,551	196,048	218,545
EX-19	138,841	163,138	187,435	211,733	236,030
EX-20	149,947	176,188	202,429	228,670	254,910
EX-21	161,944	190,284	218,624	246,965	275,305
EX-22	174,899	205,506	236,113	266,721	297,328
EX-23	188,890	221,946	255,002	288,058	321,113
EX-24	204,002	239,703	275,403	311,103	346,803
EX-25	220,323	258,880	297,436	335,993	374,549
EX-26	237,948	279,589	321,230	362,871	404,512
EX-27	256,984	301,956	346,928	391,901	436,873
EX-28	277,542	326,112	374,682	423,252	471,821

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**Community Rate**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
CR-07	18.29	19.98	21.67	23.37	25.06
CR-08	18.61	20.33	22.05	23.78	25.50
CR-09	19.54	21.35	23.15	24.96	26.77
CR-10	20.51	22.41	24.31	26.21	28.10
CR-11	21.54	23.54	25.53	27.52	29.51
CR-12	22.62	24.71	26.80	28.90	30.99
CR-13	23.75	25.95	28.14	30.34	32.54

**Interns**

Compensation Grade	Minimum	Top of Q1	Midpoint	Top of Q3	Maximum
A-412	18.29	18.89	19.48	20.08	20.67
A-413	19.28	19.91	20.53	21.16	21.79
A-414	20.41	21.08	21.74	22.40	23.06

**PAY GRADE ABOLISHMENTS**

EX-05

NE-06

A-411

**PAY GRADE CHANGES**

Job Profile Name	Current Pay Grade	Proposed Pay Grade 2023
Accountant Staff	EX-05	EX-06
Administrative Support Assistant I	NE-06	NE-07
Administrative Support Assistant II	NE-07	NE-08
Administrative Support Assistant III	NE-08	NE-09
Claims Adjuster Associate	EX-06	EX-07
Claims Adjuster Staff	EX-05	EX-06
Clinical Care Technician	NE-06	NE-07
Community Health Worker Apprentice	NE-06	NE-07
Custodial Supervisor	NE-08	NE-09
Custodian	NE-06	NE-07
Custodian Lead	NE-07	NE-08
Food Service Worker	NE-06	NE-07
Golf Professional 1st Assistant	EX-05	EX-06
Laundry Supervisor	NE-07	NE-08
Laundry Worker	NE-06	NE-07
Library Bibliographic Technician	NE-06	NE-07
Management Analyst Staff	EX-05	EX-06
Marketing and Communications Staff	EX-05	EX-06
Pool Coordinator	NE-06	NE-07
Real Property Appraiser Associate	EX-06	EX-07
Real Property Appraiser Staff	EX-05	EX-06

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Job Profile Name	Current Pay Grade	Proposed Pay Grade 2023
Recreation Instructor	NE-06	NE-07
Recreation Services Representative	NE-06	NE-07
Security Officer	NE-06	NE-07
Stockkeeper I	NE-06	NE-07
Trades and Vocational Intern	A-411	A-412
Veterinary Technician Apprentice	NE-06	NE-07
Youth Operative Associate	NE-06	NE-07

### **Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, August 17, 2023, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1<sup>st</sup> floor, located at 201 West Colfax Avenue, Denver, CO 80202.

If anyone wishes to submit written comments to the Board on this proposal, please submit them by no later than **noon (12:00 p.m.) on Monday, August 14, 2023:**

Cynthia Febres-Sutherlin, Executive Administrator  
Office of Human Resources  
(720)337-6447  
[Cynthia.febres-sutherlin@denvergov.org](mailto:Cynthia.febres-sutherlin@denvergov.org)

If anyone wishes to be heard by the Board on this proposal, please submit your name and phone number by no later than **noon (12:00 p.m.) on Monday, August 14, 2023** to [cynthia.febres-sutherlin@denvergov.org](mailto:cynthia.febres-sutherlin@denvergov.org)

If you have any questions about this proposal, please submit them in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by **noon (12 p.m.) on Wednesday, August 16, 2023**. Please include a contact name and phone number so that we may respond to your question directly.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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 and 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.

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