

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **9 a.m. Friday**. Contact the Mayor's Legislative team with questions

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

Date of Request: **July 7, 2025**

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 #1851, #1852, #1853, #1854, #1855, #1856, #1857, #1858, #1862, #1863, #1864, #1865, citywide.

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

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-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:** Citywide

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: _____

To: Denver City Council

From: Kathy Nesbitt, OHR Executive Director
Carla Anthony, OHR Deputy Executive Director
Nicole de Gioia-Keane, Classification and Compensation Director

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

Date: July 7, 2025

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

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 January 1, 2025, through June 30, 2025.

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

- Classification Notice 1851 – Addiction Counselor I, II & Lead
- Classification Notice 1852 – Accounting Technician III
- Classification Notice 1853 – OIM Title Changes
- Classification Notice 1854 – Project Manager Engineering Staff
- Classification Notice 1855 – Emergency Service Technician
- Classification Notice 1856 – HR Benefits Analyst Specialist
- Classification Notice 1857 – Librarian Collection Development Analyst
- Classification Notice 1858 – Airport Stationary Engineer Series
- Classification Notice 1862 – Personal Property Appraiser Grade Changes
- Classification Notice 1863 – Operations Trainer and Operations Training Supervisor
- Classification Notice 1864 – Criminal Investigator Supervisor
- Classification Notice 1865 – Aviation Security Badging Supervisor

The next submission will be in January 2026 for small-impact changes provisionally approved by the OHR Executive Director for the period of July 1, 2025, through December 31, 2025.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1851

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 14, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the classification titles of Addictions Counselor II to Addiction Counselor I, Addictions Counselor III to Addiction Counselor II, and Addictions Counselor Lead to Addiction Counselor Lead.

At the request of the Department of Public Safety, it is proposed to change the titles for three classifications in the Addictions Counselor series, which is currently not being used, though the Department of Safety has plans to use it. Addictions Counselor II (NE-09) will be changed to Addiction Counselor I, Addictions Counselor III (NE-11) will be changed to Addiction Counselor II and Addictions Counselor Lead (NE-13) will be changed to Addiction Counselor Lead to align with city naming conventions. These classifications perform intake and assessment, conduct individual and group counseling/education for substance abuse clients, develop and implement client treatments plans, and refer clients to appropriate program and services.

TITLE CHANGES

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Current Pay Grade & Range</u>
Addictions Counselor II	Addiction Counselor I	NE-09 (\$20.76-\$25.95-\$31.14)
Addictions Counselor III	Addiction Counselor II	NE-11 (\$23.33-\$29.16-\$35.00)
Addictions Counselor Lead	Addiction Counselor Lead	NE-13 (\$26.21-\$32.76-\$39.32)

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 by 8:00 AM on **Thursday, February 27, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1852

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 14, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Accounting Technician III.

The Office of Human Resources conducted a review to identify job classifications that may be missing from a classification series; as a result, it is proposed to create an Accounting Technician III. Accounting Technicians perform clerical and technical level accounting activities including recordkeeping and reporting in support of accounts receivable, accounts payable, payroll, permits and licensing, and revenue and cash management. The Accounting Technician III classification performs advanced technical accounting support and adds to the existing series of Accounting Technician I (pay grade NE-08) and Accounting Technician II (pay grade NE-09). Based on market data and the structure of the existing series, pay grade NE-10 is recommended to maintain alignment.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CV3506	Accounting Technician III	NE-10 (\$22.01-\$27.51-\$33.02)

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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Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1853

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 14, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the classification titles of Monitor OIM to OIM Monitor, Monitor Deputy Director to OIM Deputy Director Monitor, Senior Deputy Monitor OIM to OIM Senior Deputy Monitor, and Deputy Monitor OIM to OIM Deputy Monitor.

At the request of the Office of the Independent Monitor (OIM) it is proposed to update the titles for four classifications in the OIM Monitor series to align them with city's naming conventions and enhance role clarity. These classifications are responsible for providing oversight of investigations of uniformed personnel of the Department of Safety and making recommendations regarding disciplinary actions, policies, and training enhancements.

TITLE CHANGES

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Current Pay Grade & Range</u>
Monitor OIM	OIM Monitor	EX-19 (\$142,312-\$192,121-\$241,931)
Monitor Deputy Director	OIM Deputy Director Monitor	EX-16 (\$112,972-\$152,512-\$192,052)
Senior Deputy Monitor OIM	OIM Senior Deputy Monitor	EX-15 (\$106,577-\$141,214-\$175,852)
Deputy Monitor OIM	OIM Deputy Monitor	EX-12 (\$84,604-\$112,100-\$139,597)

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 by 8:00 AM on **Thursday, February 27, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1854

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 14, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Project Manager Engineering Staff.

The Office of Human Resources along with the Department of Transportation and Infrastructure has determined that there is a need for an entry level project manager. This classification will perform entry level professional project management work on projects from inception to completion by managing smaller scale projects or supporting senior project managers with specific portions of large, complex projects. It is proposed to create a Project Manager Engineering Staff at pay grade EX-09 based on a consideration of internal structure.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CE3534	Project Manager Engineering Staff	EX-09 (\$67,161-\$88,988-\$110,816)

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 by 8:00 AM on **Thursday, February 27, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1855

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 14, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Emergency Service Technician.

Denver Health Medical Center requested the Office of Human Resources to review the pay grade of the Emergency Service Technician classification to ensure parity with Denver Health employees performing the same medical and diagnostic care and duties classified as Emergency Medical Technician-Basic (EMT-B). It is recommended to adjust the Emergency Service Technician to the NE-09 pay grade to align with Denver Health's pay for its EMT-B classification.

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Emergency Service Technician	NE-07 (\$18.81-\$23.51-\$28.22)	NE-09 (\$20.76-\$25.95-\$31.14)

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 by 8:00 AM on **Thursday, March 27, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1856

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 28, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of HR Benefits Analyst Specialist.

Due to ongoing regulatory changes with employee benefits, the Office of Human Resources (OHR) has requested a new classification be added to the benefits analyst series, HR Benefits Analyst Specialist. This new classification will describe specialized duties needed for the most complex employee benefit program design and oversight to ensure the city's plans are compliant with all required regulations. The proposed pay grade of EX-12 is based on internal alignment within the existing Benefits Analyst classification series.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CH3539	HR Benefits Analyst Specialist	EX-12 (\$84,604-\$112,100-\$139,597)

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 by 8:00 AM on **Thursday, April 10, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1857

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 28, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Librarian Collection Development Analyst, and abolishing Collection Specialist.

Denver Public Library requested a new classification that will be responsible for library collections development engaged in the evaluation of library materials for circulation collections which includes researching new library materials, completing acquisitions, and managing the budget for collections development. Pay grade EX-09 is proposed, which is one pay grade higher than the Senior Librarian, given the new classification's broader array of duties and responsibilities for conducting collections research, identifying collection gaps, and purchasing materials to build the Denver Public Library's collections available to the public.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
LQ3538	Librarian Collection Development Analyst	EX-09 (\$67,161-\$88,988-\$110,816)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
LQ1278	Collection Specialist	EX-07 (\$58,656-\$77,719-\$96,782)

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 by 8:00 AM on **Thursday, April 10, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1858

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 11, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Airport Stationary Engineer I, Airport Stationary Engineer II, and Airport Stationary Engineer Lead.

Denver International Airport requested that the Office of Human Resources create an Airport Stationary Engineer series to support the airport's Central Utility Plant (CUP). The high-capacity boilers in the DEN CUP are large and complex, covering 15 million square feet of airport facilities, which require advanced technical training, certifications, and specialized expertise to operate and maintain. Based upon market data, it is proposed to set the Airport Stationary Engineer I at NE-17, Airport Stationary Engineer II at NE-18, and the Airport Stationary Engineer III at NE-19.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3542	Airport Stationary Engineer I	NE-17 (\$32.44-\$41.36-\$50.28)
CJ3543	Airport Stationary Engineer II	NE-18 (\$34.39-\$43.84-\$53.30)
CJ3544	Airport Stationary Engineer Lead	NE-19 (\$36.45-\$46.47-\$56.50)

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 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 by 8:00 AM on **Thursday, April 24, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1862

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 2, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades of the Personal Property Appraiser I, II and III, and Personal Property Appraiser Supervisor.

The Department of Finance's Assessor's Office has requested that the Office of Human Resources review the pay grades and pay ranges assigned to the Personal Property Appraiser classifications due to high turnover in this series. Based on a review of market data, it is recommended to align the pay grades of the series with market.

PAY GRADE CHANGES

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Personal Property Appraiser I	NE-09 (\$20.76-\$25.95-\$31.14)	NE-14 (\$27.24-\$34.73-\$42.22)
Personal Property Appraiser II	NE-11 (\$23.33-\$29.16-\$35.00)	NE-15 (\$28.87-\$36.81-\$44.75)
Personal Property Appraiser III	NE-12 (\$24.71-\$30.89-\$37.07)	NE-16 (\$30.60-\$39.01-\$47.43)
Personal Property Appraiser Supervisor	EX-09 (\$67,161-\$88,988-\$110,816)	EX-10 (\$72,534-\$96,108-\$119,681)

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 by 8:00 AM on **Thursday, May 15, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1863

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 2, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Operations Trainer, and Operations Training Supervisor.

The Office of Human Resources has been requested to create two new classifications which are primarily focused on delivering on-the-job training to non-exempt employees in departments and agencies with off-shift operations. The Operations Trainer and Operations Training Supervisor classifications are being established with non-exempt pay grades that correlate to the Agency Trainer and Agency Training Supervisor classifications' pay grades. The key difference between these proposed classifications is that the latter deliver professional learning and development in a classroom setting and the proposed classifications are providing predominantly job specific on-the-job training.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3545	Operations Trainer	NE-18 (\$34.39-\$43.84-\$53.30)
CA3546	Operations Training Supervisor	NE-20 (\$38.64-\$49.26-\$59.89)

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 by 8:00 AM on **Thursday, May 15, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1864

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: June 13, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Criminal Investigator Supervisor.

The District Attorney's Office requested a new classification, Criminal Investigator Supervisor. The Criminal Investigator classification analyzes data to determine probable criminal law violations, case validity and the course of an investigation; prepares preliminary witness/suspect lists; gathers evidence, and documents findings in reports. The Criminal Investigator Supervisor performs supervisory duties as delegated by the Chief Investigator, monitors investigator caseloads, and serves as proxy in the Chief Investigator's absence. The recommended pay grade is internally aligned with the Criminal Investigator classification.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CL3541	Criminal Investigator Supervisor	NE-22 (\$43.41-\$55.35-\$67.28)

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 by 8:00 AM on **Thursday, June 26, 2025**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1865

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: June 13, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Aviation Security Badging Supervisor.

Denver International Airport has requested that the Office of Human Resources create a new Aviation Security Badging Supervisor classification. The Aviation Security Badging Supervisor classification will complete the Aviation Security Badging series, which includes Aviation Badging Security Agent and Aviation Badging Security Agent Lead classifications. The proposed pay grade aligns with that of Operational Supervisor I due to a similarity of duties and responsibilities, the primary difference being that this job classification will specifically supervise the Aviation Badging Security Agents and Lead Agents within the airport's Security Badging Center.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CX3554	Aviation Security Badging Supervisor	EX-07 (\$58,656-\$77,719-\$96,782)

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 by 8:00 AM on **Thursday, June 26, 2025**. Please include a contact name and phone number so that we may respond directly.

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