

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at 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 6, 2026

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 #1897

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 changing the pay grade and classification title of Safety and Industrial Hygiene Professional II to Safety Specialist II, and changing the classification titles of Safety and Industrial Hygiene Professional I to Safety Specialist I and Safety Manager to Safety and Industrial Hygiene Manager.

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: _____

Classification Notice No. 1897 - MODIFIED

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 8, 2026
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade and classification title of Safety and Industrial Hygiene Professional II to Safety Specialist II, and changing the classification titles of Safety and Industrial Hygiene Professional I to Safety Specialist I and Safety Manager to Safety and Industrial Hygiene Manager.

The Office of Human Resources (OHR) received position audits from an agency to review job duties of six positions responsible for workplace safety. Employees’ position description questionnaires (PDQs) reflected duties inconsistent with exempt job requirements as defined by the Department of Labor. OHR expanded its review of work performed by employees in other agencies; employees’ PDQs were reviewed by the City Attorney’s Office which confirmed initial findings. In 2025, an earlier classification notice for this project was presented to the Career Service Board and resulted in the board’s request for additional research, job shadowing, and extensive legal review. As a result of this further in-depth research and analysis, OHR recommends changing one classification to non-exempt and amending the classification series titles to better describe the type and level of work performed and align with market standards. The proposed recommendations are to change the pay grade of the Safety and Industrial Hygiene Professional II to an equivalent non-exempt pay grade and change the title to Safety Specialist II. Additionally, it is recommended to change the titles of the Safety and Industrial Hygiene Professional I to Safety Specialist I and the Safety Manager to Safety and Industrial Hygiene Manager to better align with the series naming conventions. There are no changes recommended to the Safety and Industrial Hygiene Administrator nor Safety and Industrial Hygiene Supervisor classifications.

TITLE AND PAY GRADE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Safety and Industrial Hygiene Professional II	Safety Specialist II
<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
EX-11 (\$80,217-\$106,288-\$132,358)	NE-22 (\$44.46-\$56.68-\$68.91)

TITLE CHANGES

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Current Pay Grade & Range</u>
Safety and Industrial Hygiene Professional I	Safety Specialist I	NE-16 (\$31.33-\$39.95-\$48.56)
Safety Manager	Safety and Industrial Hygiene Manager	EX-15 (\$109,134-\$144,603-\$180,071)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, May 21, 2026, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st 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, May 18, 2026:**

Sheilla Thomas, Executive Assistant III
Office of Human Resources
(720) 337-6181
sheilla.thomas@denvergov.org

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

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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, May 18, 2026** to sheilla.thomas@denvergov.org

If you have any questions about this proposal, please submit them in writing to sheilla.thomas@denvergov.org by **noon (12 p.m.) on Wednesday, May 20, 2026**. 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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