

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **9:00am on Friday**. Contact the Mayor's Legislative team with questions

Date of Request: **February 20, 2025**

Please mark one: ☒ Bill Request or ☐ Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

☐ Yes ☒ No

### 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 #1850 to amend the Classification and Pay Plan by changing the pay grades of Pool Coordinator, Recreation Instructor, Recreation Services Representative, and Golf Sales Associate Lead, citywide.

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: Conor Wildt	Name: Conor Wildt
Email: <a href="mailto:Conor.Wildt@denvergov.org">Conor.Wildt@denvergov.org</a>	Email: <a href="mailto:Conor.Wildt@denvergov.org">Conor.Wildt@denvergov.org</a>

### 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 grades of Pool Coordinator, Recreation Instructor, Recreation Services Representative, and Golf Sales Associate Lead.

### 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. 1850

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** February 7, 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 Pool Coordinator, Recreation Instructor, Recreation Services Representative, and Golf Sales Associate Lead.**

The Office of Human Resources (OHR) has conducted a review of classifications solely used in an On-call capacity. These proposed pay grade changes will align Denver Parks and Recreation (DPR) On-call classifications within their appropriate pay tables. Unlimited and Limited classifications are established within the Exempt pay table or Non-exempt pay table, while classifications comprised of solely On-call positions are established within in the Community Rate pay table. These changes will align these four classifications to the other 14 classifications that DPR uses solely for its On-call workforce.

### PAY GRADE CHANGES

<u>Classification Job Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
Pool Coordinator	NE-07 (\$18.81-\$23.51-\$28.22)	CR-07 (\$18-81-\$22.29-\$25.77)
Recreation Instructor	NE-07 (\$18.81-\$23.51-\$28.22)	CR-07 (\$18-81-\$22.29-\$25.77)
Recreation Services Representative	NE-07 (\$18.81-\$23.51-\$28.22)	CR-07 (\$18-81-\$22.29-\$25.77)
Golf Sales Associate Lead	NE-08 (\$19.59-\$24.49-\$29.39)	CR-08 (\$19.07-\$22.60-\$26.13)

### Public Notice of Changes

The scheduled time for the public hearing is **Thursday, February 20, 2025, 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, February 17, 2025:**

Lori Smith, Executive Office Administrator  
Office of Human Resources  
(720) 337-6185  
[lori.smith@denvergov.org](mailto:lori.smith@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, February 17, 2025** to [lori.smith@denvergov.org](mailto:lori.smith@denvergov.org)

If you have any questions about this proposal, please submit them in writing to [lori.smith@denvergov.org](mailto:lori.smith@denvergov.org) by **noon (12 p.m.) on Wednesday, February 19, 2025**. 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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