

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 21, 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 Office of Human Resources' Classification Notice #1868 to amend the Classification and Pay Plan by creating new classifications of Labor Compliance Analyst Staff and Labor Compliance Analyst Senior, changing the classification titles of Labor Compliance Analyst to Labor Compliance Analyst Associate, and changing the pay grades of Labor Compliance Supervisor, Labor Compliance Analyst Lead, and Labor Compliance Technician, 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: 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 creating new classifications of Labor Compliance Analyst Staff and Labor Compliance Analyst Senior, changing the classification titles of Labor Compliance Analyst to Labor Compliance Analyst Associate, and changing the pay grades of Labor Compliance Supervisor, Labor Compliance Analyst Lead and Labor Compliance Technician.

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: _____

Classification Notice No. 1868

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 8, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Labor Compliance Analyst Staff and Labor Compliance Analyst Senior, changing the classification titles of Labor Compliance Analyst to Labor Compliance Analyst Associate, and changing the pay grades of Labor Compliance Supervisor, Labor Compliance Analyst Lead and Labor Compliance Technician.

The Auditor's Office Denver Labor Division has requested the Office of Human Resources to expand the classifications in the Labor Compliance series which ensure compliance with wage and employment laws affecting employers operating throughout the City and County of Denver. The Auditor's Office has requested two additional levels be added to its current classification series to expand job progression opportunities for employees while meeting the city's legal requirements, the result of which requires updating the title of one existing classification and adjusting the pay grades of three existing classifications. All titles are aligned with the city's job titling convention while the pay grade changes are based on market data.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3557	Labor Compliance Analyst Staff	EX-07 (\$58,656-\$77,719-\$96,782)
CA3558	Labor Compliance Analyst Senior	EX-11 (\$78,337-\$103,797-\$129,256)

TITLE CHANGES

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Current Pay Grade & Range</u>
Labor Compliance Analyst	Labor Compliance Analyst Associate	EX-09 (\$67,161-\$88,988-\$110,816)

PAY GRADE CHANGES

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Labor Compliance Supervisor	EX-12 (\$84,604-\$112,100-\$139,597)	EX-13 (\$91,373-\$121,069-\$150,766)
Labor Compliance Analyst Lead	EX-10 (\$72,534-\$96,108-\$119,681)	EX-12 (\$84,604-\$112,100-\$139,597)
Technician	NE-11 (\$23.33-\$29.16-\$35.00)	NE-12 (\$24.71-\$30.89-\$37.07)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, August 21, 2025, 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, August 18, 2025:**

Lori Smith, Executive Office Administrator
Office of Human Resources
(720) 337-6185

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

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, August 18, 2025** to lori.smith@denvergov.org

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