

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

Date of Request: **May 15, 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:** (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves Office of Human Resources' Classification Notice #1860 amending the Classification and Pay Plan by creating new Community Rate pay ranges of CR-14, CR-15, and CR-16 and changing the pay grade for the Television and Video Production Support Technician classification, 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: John Hoffman	Name: John Hoffman
Email: John.Hoffman@denvergov.org	Email: John.Hoffman@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 Community Rate pay ranges of CR-14, CR-15, and CR-16, and changing the pay grade of Television and Video Production Support Technician.

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. 1860

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 Community Rate pay ranges of CR-14, CR-15, and CR-16, and changing the pay grade of Television and Video Production Support Technician.

Technology Services Media Services requested Office of Human Resources Classification and Compensation to review the pay range of the Television and Video Production Support Technician classification based on the pay of similar positions within the marketplace. Based on market data, it is proposed to set this classification's pay grade at CR-16 and add a CR-14, CR-15, and CR-16 to assign the proposed pay grade to this job classification.

NEW PAY GRADES AND RANGES

Community Rate Pay Range					
Grade	Min	2nd	Mid	4th	Max
CR-14	\$ 25.55	\$ 27.92	\$ 30.28	\$ 32.64	\$ 35.00
CR-15	\$ 26.83	\$ 29.31	\$ 31.79	\$ 34.28	\$ 36.76
CR-16	\$ 28.17	\$ 30.78	\$ 33.38	\$ 35.99	\$ 38.59

PAY GRADE CHANGE

<u>Classification Job Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Television and Video Production Support Technician	CR-10 (\$21.03-\$24.92-\$28.81)	CR-16 (\$28.17-\$33.38-\$38.59)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, May 15, 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, May 12, 2025:**

Lori Smith, Executive Office Administrator
Office of Human Resources
(720) 337-6185
lori.smith@denvergov.org

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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 12, 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, May 14, 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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