

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto: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: **January 3, 2023**

### 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 #1724, #1725, #1726, #1729, #1731, #1732, #1733, #1734, #1737, #1738, #1739, #1740, #1741, #1747, #1748, #1749, #1750, #1751.

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: Alena Duran                                              | Name: Alena Duran                                           |
| Email: Alena.Duran@denvergov.org                               | Email: Alena.Duran@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.

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

To: Denver City Council

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

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

Date: January 3, 2023

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

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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 July 2022 through December 2022.

For this timeframe, there are 18 on 12/31/22 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1724 – Purchasing Manager and Purchasing Director
- Classification Notice 1725 – Internal Audit Manager Senior Manager
- Classification Notice 1726 – Council Parliamentarian and Legislative Assistant
- Classification Notice 1729 – HR Leave and ADA Manager
- Classification Notice 1731 – Executive Director Board of Ethics
- Classification Notice 1732 – Clerk of Court
- Classification Notice 1733 – Fraud Claims Investigator
- Classification Notice 1734 – Forestry Inspector Supervisor
- Classification Notice 1737 – Solid Waste Collection Operator
- Classification Notice 1738 – Court Division Manager
- Classification Notice 1739 – Forestry Inspector Supervisor
- Classification Notice 1740 – Right of Way Enforcement Dispatcher
- Classification Notice 1741 – Program Quality Assurance Technician
- Classification Notice 1747 – Asphalt Plant Mechanic
- Classification Notice 1748 – Director Community Corrections
- Classification Notice 1749 – Civilian Report Technician Lead
- Classification Notice 1750 – Fiber Technicians
- Classification Notice 1751 – Zoning Inspectors

The next submission will be in July 2023 for small-impact changes provisionally approved by the OHR Executive Director for the period of January 2023 through June 2023.

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1724**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 8, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Director Purchasing and Purchasing Manager.**

General Services requested a review of the pay grades for the Director Purchasing and Purchasing Manager classifications. It is recommended to increase the pay grade for Director Purchasing from EX-14 to EX-15 and Purchasing Manager from EX-12 to EX-13.

**PAY GRADE AND RANGE CHANGES**

| <b><u>Job Code</u></b> | <b><u>Classification Title</u></b> | <b><u>Current Pay Grade &amp; Range</u></b> | <b><u>Proposed Pay Grade &amp; Range</u></b> |
|------------------------|------------------------------------|---------------------------------------------|----------------------------------------------|
| CA2766                 | Director Purchasing                | EX-14 (\$91,816-121,656-151,496)            | EX-15 (\$99,162-131,389-163,617)             |
| CA0722                 | Purchasing Manager                 | EX-12 (\$78,718-104,301-129,885)            | EX-13 (\$85,015-112,645-140,275)             |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, July 21, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1725**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 1, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Internal Audit Senior Manager AO.**

As part of restructuring in the Auditor's Office, a new classification is proposed to ensure an appropriate number of levels of management. This new classification will provide career growth opportunities into management within the Internal Audit classification series, and this is a common career progression in the audit industry.

**NEW CLASSIFICATION**

| <b><u>Job Code</u></b> | <b><u>Proposed Classification Title</u></b> | <b><u>Proposed Pay Grade &amp; Range</u></b> |
|------------------------|---------------------------------------------|----------------------------------------------|
| CV3381                 | Internal Audit Senior Manager AO            | EX-15 (\$99,196-131,389-163,617)             |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, July 14, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1726**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 1, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title of Council Clerk and Council Deputy Clerk as well as changing the pay grade of City Council Legislative Assistant.**

City Council has requested classification changes to better reflect the public sector industry and to better describe the purpose of these classifications. It is requested to change the title of Council Clerk to City Council Parliamentarian and Secretary and the title of the Council Deputy Clerk to City Council Legislative Assistant. It is also proposed to change the pay grade of the City Council Legislative Assistant to a non-exempt pay grade to better align the duties with the legal requirements under the Fair Labor Standards Act. Additionally, edits to the classification specifications were updated to describe the duties, responsibilities, and minimum qualifications of these classifications more accurately.

**JOB TITLE CHANGES**

| <u>Job Code</u> | <u>Current Classification Title</u> | <u>Proposed Classification Title</u>       |
|-----------------|-------------------------------------|--------------------------------------------|
| YA2304          | Council Clerk                       | City Council Parliamentarian and Secretary |
| YA2389          | Council Deputy Clerk                | City Council Legislative Assistant         |

**PAY GRADE CHANGE**

| <u>Job Code</u> | <u>Proposed Classification Title</u> | <u>Current Pay Grade</u>       | <u>Proposed Pay Grade</u>   |
|-----------------|--------------------------------------|--------------------------------|-----------------------------|
| YA2389          | City Council Legislative Assistant   | EX-06 (\$49,605-65,727-81,848) | NE-12 (\$23.00-28.75-34.50) |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, July 14, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1729**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 8, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title and pay grade of HR Leave and ADA Manager (EX-12) to HR FMLA and ADA Manager (EX-13).**

As part of routine maintenance of the classification and pay plan, a change is recommended to the HR Leave and ADA Manager to ensure the pay grade is aligned with other human resources manager classifications. Additionally, it is recommended to change the title to better describe this classification.

**TITLE & PAY GRADE CHANGE**

|                                             |                                              |                                             |
|---------------------------------------------|----------------------------------------------|---------------------------------------------|
| <b><u>Job Code</u></b>                      | <b><u>Current Classification Title</u></b>   | <b><u>Proposed Classification Title</u></b> |
| CA3009                                      | HR Leave and ADA Manager                     | HR FMLA and ADA Manager                     |
| <b><u>Current Pay Grade &amp; Range</u></b> | <b><u>Proposed Pay Grade &amp; Range</u></b> |                                             |
| EX-12 (\$78,718-104,301-129,885)            | EX-13 (\$85,015-112,645-140,275)             |                                             |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, July 21, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1731**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 22, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Executive Director Board of Ethics.**

The Ethics Board requested that the Office of Human Resources conduct a position audit to ensure that the current Executive Director of the Board of Ethics is assigned to a classification and pay grade that optimally supports the scope of work and skill requirements to effectively perform the director's role. No current job specification reflects the nature and responsibilities of the Executive Director, so it is proposed to establish a new classification: Executive Director Board of Ethics.

**NEW CLASSIFICATION**

**Proposed Classification Code/Title**

OL3383 Executive Director Board of Ethics

**Proposed Pay Grade**

EX-18 (\$122,601 - \$165,512 - \$208,422)

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, August 4, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1732**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 22, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Clerk of Court.**

The Office of Human Resources Classification and Compensation Division was requested by the Denver County Court to create a new classification, Clerk of Court. Under general direction of a Court Executive or Presiding Judge, the Clerk of Court will manage functional and/or operational area(s) including planning and directing the activities of the Court; resolve operational and management issues; and achieve goals while ensuring resources are utilized appropriately. This is a standard classification in the larger courts within Colorado.

**NEW CLASSIFICATION**

**Proposed Classification Code/Title**

CA3377 Clerk of Court

**Proposed Pay Grade**

EX-15 (\$99,162 - \$131,389 - \$163,617)

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, August 4, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_



**POSTING IS REQUIRED**

**Classification Notice No. 1733**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 2, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Fraud Claims Adjuster from a NE-11 to NE-13.**

The Fraud Claims Investigator (FCI) classification is utilized only by Denver Human Services (DHS). These positions are tasked with reviewing the work products of the Eligibility teams in the Family and Adult Assistance Division (FAAD), to detect and address fraud. This requires experience with the systems, clients, and daily work of the highest levels of Eligibility work. With the recent grade increases to the Eligibility Technician Specialist and Lead classifications, a grade increase is needed for the FCI classification, and historically, the FCI has been at a higher grade than the Eligibility Technician series.

**PAY GRADE CHANGE**

| <b><u>Classification</u></b> | <b><u>Current Pay Grade &amp; Range</u></b> | <b><u>Proposed Pay Grade &amp;</u></b> |
|------------------------------|---------------------------------------------|----------------------------------------|
| Fraud Claims Investigator    | NE-11 (\$21.70 - \$27.13 - \$32.55)         | NE-13 (\$24.38 - \$30.48 - \$36.57)    |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, September 15, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1734**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 2, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan revising the pay grade of the classification of Forestry Supervisor.**

The Office of Human Resources Classification and Compensation Division was requested by the Forestry Division of Denver Parks and Recreation to review the pay grade assignment of the Forestry Supervisor classification. As a result of the analysis, it is proposed to increase the pay grade from EX-08 to EX-09 and revise the job title to Forestry Inspector Supervisor to better reflect the essential duties of the classification.

**TITLE AND PAY GRADE**

| <b><u>Current Classification Title</u></b>   | <b><u>Proposed Classification Title</u></b> | <b><u>Current Pay Grade &amp; Range</u></b> |
|----------------------------------------------|---------------------------------------------|---------------------------------------------|
| Forestry Supervisor                          | Forestry Inspector Supervisor               | EX-08 (\$57,860 - \$95,469)                 |
| <b><u>Proposed Pay Grade &amp; Range</u></b> |                                             |                                             |
| EX-09 (\$62,488 - \$103,105)                 |                                             |                                             |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, September 15, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1737**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 23, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Solid Waste Collection Operator.**

On June 27th, 2022, City Council approved “volume-based pricing.” By providing recycling and composting at no additional charge, the city believes it can meet its goals of reducing landfill waste, addressing climate change, and creating better waste habits. The ordinance changes Denver's system of charging for compost collection, replacing it with a fee for trash that incentivizes recycling and composting. The ordinance now requires charging for trash pickup based on the size of a customer's trash cart and quantity of waste sent to the landfill. This change will impact the total number of CDL drivers that Solid Waste Management (SWM) will need to hire by January of 2023. SWM will go from bi-weekly to weekly recycling which doubles the number of routes and are also rolling out weekly compost pickup for 150,000 additional households. This will be done in two phases: Phase 1, (Jan 2022 – Oct 2022), 22 additional recycle trucks and 22 additional drivers are needed; in Phase 2 (Nov 2022 – July 2023), an additional 15 trucks and 15 drivers will need to be hired. The city currently uses the Equipment Operator I and II classifications for these roles, but because the city is competing with private sector companies who are starting CDL drivers at \$28.00 and above, the city's current pay ranges are not competitive and SWM is struggling to attract and retain. SWM currently has 43 vacant positions to fill and can't do so with the current pay range.

**NEW CLASSIFICATION**

| <b><u>Job Code</u></b> | <b><u>Proposed Classification Title</u></b> | <b><u>Proposed Pay Grade &amp; Range</u></b> |
|------------------------|---------------------------------------------|----------------------------------------------|
| CJ3340                 | Solid Waste Collection Operator             | NE-11 (\$21.70 - \$27.13 - \$32.55)          |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 6, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1738**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 23, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Court Division Manager.**

The Office of Human Resources Classification and Compensation Division has been working with the Denver County Court to create a new classification, Court Division Manager. This classification will provide leadership over day-to-day operations of three court divisions to ensure critical business needs of customers, staff, judicial officers, and Court administration are met. The Court Division Manager will also determine development and implementation of division goals and objectives in collaboration with Court Administration and the Judicial Bench.

**NEW CLASSIFICATION**

| <b><u>Job Code</u></b> | <b><u>Classification Title</u></b> | <b><u>Proposed Pay Grade/Range</u></b>   |
|------------------------|------------------------------------|------------------------------------------|
| CA3380                 | Court Division Manager             | EX-12 (\$78,178 - \$104,301 - \$129,885) |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 6, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1739**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 23, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by revising the pay grade for the Forestry Inspector Supervisor.**

The Office of Human Resources Classification and Compensation Division was requested by the Forestry Division of Denver Parks and Recreation to review the pay grade assignment of the Forestry Inspector Supervisor in comparison to the Operations Supervisor classification. As a result of the analysis, it is proposed to increase the pay grade from EX-09 to EX-10. This proposal supersedes Classification Notice 1734.

**PAY GRADE CHANGE ONLY**

| <u>Classification Title</u>   | <u>Current Pay Grade/Range</u>          | <u>Proposed Pay Grade/Range</u>         |
|-------------------------------|-----------------------------------------|-----------------------------------------|
| Forestry Inspector Supervisor | EX-09 (\$62,488 – \$82,797 – \$103,105) | EX-10 (\$67,488 – \$89,412 – \$111,355) |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 6, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1740**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 30, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Right of Way Enforcement Dispatcher at pay grade NE-09.**

Department of Transportation & Infrastructure (DOTI) requested a new classification to better describe dispatch duties used in the Right of Way Enforcement Division, called Right of Way Enforcement Dispatcher. These employees are currently classified as Administrative Support Assistant III's which does not capture the dispatching portion of their roles. Because of this, they also have a difficult time attracting the appropriate candidates for the role. This classification provides customer service in a contact center environment, by responding to a variety of citizen concerns regarding the public right way and dispatches the appropriate staff to handle these complaints.

**NEW CLASSIFICATION**

| <b><u>Job Code</u></b> | <b><u>Proposed Classification Title</u></b> | <b><u>Proposed Pay Grade &amp; Range</u></b> |
|------------------------|---------------------------------------------|----------------------------------------------|
| CC3345                 | Right of Way Enforcement Dispatcher         | NE-09 (\$19.31 - \$24.14 - \$28.97)          |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 13, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1741**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 7, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by revising the pay grade and range for the Program Quality Assurance Technician.**

As a result of the recent pay grade changes for the Denver Human Services (DHS) Fraud Claims Investigator classification, the pay grade of the Program Quality Assurance Technician (PQAT) is proposed for a pay grade change as well in order to maintain its appropriate relationship.

**PAY GRADE CHANGE**

| <b><u>Current Classification Title</u></b> | <b><u>Current Pay Grade/Range</u></b> | <b><u>Proposed Pay Grade/Range</u></b>         |
|--------------------------------------------|---------------------------------------|------------------------------------------------|
| Program Quality Assurance                  | NE-12(\$23.00- \$28.75- \$34.50)      | NE-13 (\$24.38 - \$30.48 - \$36.57) Technician |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 20, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1747**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 14, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by revising the pay grade and range for the Asphalt Plant Mechanic and creating a new classification for Asphalt Mechanic Lead.**

Department of Transportation and Infrastructure (DOTI) is struggling with attracting and retaining Asphalt Plant Mechanics because of the pay range not being competitive in the market. OHR was asked to ensure the current pay grade and range is appropriate based on the type and level of duties as compared to the Fleet Technicians who are responsible for maintaining city vehicles that are used in asphalt repair and maintenance. Asphalt Plant Mechanics perform skilled journey level work in the maintenance and repair of asphalt plant equipment. DOTI also acknowledged the need for a lead level that would help oversee the Asphalt Plant Mechanic and other employees in the asphalt plant. In lieu of market data being available for this niche work, it is proposed to establish the Asphalt Plant Mechanic and Lead classifications at NE-13 and NE-14 respectively based upon a relationship to the Fleet Technician series.

**PAY GRADE CHANGE**

| <u>Classification Title</u> | <u>Current Pay Grade &amp; Range</u> | <u>Proposed Pay Grade/Range</u>     |
|-----------------------------|--------------------------------------|-------------------------------------|
| Asphalt Plant Mechanic      | NE-11 (\$21.70 - \$27.13 - \$32.55)  | NE-13 (\$24.38 - \$30.48 - \$36.57) |

**NEW CLASSIFICATION**

| <u>Proposed Classification Title</u> | <u>Proposed Pay Grade/Range</u>     |
|--------------------------------------|-------------------------------------|
| Asphalt Plant Mechanic Lead          | NE-14 (\$25.34 - \$32.31 - \$39.28) |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 27, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_



**POSTING IS REQUIRED**

**Classification Notice No. 1748**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 14, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Director Community Corrections.**

The Department of Safety requested a new classification, Director of Community Corrections. The Community Corrections Division Director directs the 24/7 operations of Community Corrections, and Pretrial Services and Electronic Monitoring Programs. These groups are comprised of the Residential Facility Correctional Service Teams, Home-Confinement Teams, Contract Compliance, and the Pre-trial Service Teams. Market data is not available since the city's position leads all of these functions; therefore, it is proposed to establish internal alignment with the EX-15 911 Director Emergency Communications.

**NEW CLASSIFICATION**

**Proposed Classification Title**

Director Community Corrections

**Proposed Pay Grade/Range**

EX-15 (\$99,162-\$131,389-\$163,617)

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 27, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1749**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 14, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Civilian Report Technician Lead.**

The Department of Safety requested a new classification, Civilian Report Technician Lead. The Denver Police Department currently has 32 employees in its Civilian Report Technician classification which responds to and investigates property crimes and vehicle crashes. The new Civilian Report Technician Lead classification will provide training, development, and review of the Technicians' reports. Following established practice, it is proposed to assign this Lead classification one pay grade above the Civilian Report Technician (NE-12) at NE-13.

**NEW CLASSIFICATION**

**Proposed Classification Title**

Civilian Report Technician Lead

**Proposed Pay Grade/Range**

NE-13 (\$24.38-\$30.48-\$36.57)

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 27, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1750**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** November 11, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating two new classifications called Fiber Technician I and Fiber Technician II.**

Employees performing this work in the Department of Transportation and Infrastructure were previously classified as an IT Communications Technician I and II, but because of Executive Order 18, city agencies outside of central Technology Services are not authorized to utilize IT classifications. Therefore, new classifications are needed to capture these niche duties. Employees in these classifications install, repair, and troubleshoot fiber optic cable and underground junction boxes and conduit throughout the city's infrastructure. Because the work is of a similar complexity to the IT Communications Technician work, it is recommended to set the pay grade of the Fiber Technician I at NE-18 and the Fiber Technician II at NE-20.

**NEW CLASSIFICATIONS**

**Proposed Classification Title**

Fiber Technician I  
Fiber Technician II

**Proposed Pay Grade/Range**

NE-18 (\$31.99 - \$40.79 - \$49.58)  
NE-20 (\$35.95 - \$45.84 - \$55.72)

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, November 24, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**POSTING IS REQUIRED**

**Classification Notice No. 1751**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** November 11, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating two new classifications called Zoning Inspector and Zoning Inspector Supervisor. Also changing the pay grade of the Zoning Inspection Specialist.**

It has been determined that the type and level of inspections specific to the zoning code are significantly more complex and require a specific level of skill set. The City Inspector II and III classifications are currently being used for this more complex level of zoning inspections. Therefore, it is recommended to set the pay grade of the Zoning Inspector at NE-15, the Zoning Inspection Specialist at NE-16, and the Zoning Inspection Supervisor at EX-10.

**NEW CLASSIFICATIONS**

| <b><u>Job Code</u></b> | <b><u>Proposed Classification Title</u></b> | <b><u>Proposed Pay Grade &amp; Range</u></b> |
|------------------------|---------------------------------------------|----------------------------------------------|
| CN3404                 | Zoning Inspector                            | NE-15 (\$26.86 - \$34.25 - \$41.63)          |
| CN3405                 | Zoning Inspection Supervisor                | EX-10 (\$67,488 - \$89,421 - \$111,355)      |

**PAY GRADE AND RANGE CHANGE**

| <b><u>Job Code</u></b> | <b><u>Classification Title</u></b> | <b><u>Current Pay Grade &amp; Range</u></b> | <b><u>Proposed Pay Grade &amp; Range</u></b> |
|------------------------|------------------------------------|---------------------------------------------|----------------------------------------------|
| CE3284                 | Zoning Inspection Specialist       | NE-15 (\$26.86 - \$34.25 - \$41.63)         | NE-16 (\$28.47 - \$36.30 - \$44.13)          |

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, November 24, 2022**. Please include a contact name and phone number so that we may respond directly.

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*To be completed by Mayor’s Legislative Team:*

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