

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

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

Please mark one: ☒ **Bill Request** or ☐ **Resolution Request**

Date of Request: **January 7, 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 Notices #1866, #1867, #1869, #1872, #1873, #1874, #1875, #1876, #1877, #1878, #1879, #1880, citywide.

**3. Requesting Agency:** Office of Human Resources

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-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:**

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.

**6. City Attorney assigned to this request (if applicable):** N/A

**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: \_\_\_\_\_

To: Denver City Council

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

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

Date: January 7, 2026

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 1, 2025, through December 31, 2025.

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

- Classification Notice 1866 – Airport Conveyance Systems Administrator
- Classification Notice 1867 – Institutional Trades Supervisor and Institutional Superintendent
- Classification Notice 1869 – Office of the Medical Examiner Study
- Classification Notice 1872 – 911 Non-Emergency Communication Technician
- Classification Notice 1873 – Airport Jet Bridge Technician Series
- Classification Notice 1874 – Licensing Technician III Study
- Classification Notice 1875 – Solid Waste Customer Service Agent
- Classification Notice 1876 – Wastewater Quality Control Technician
- Classification Notice 1877 – Medicolegal Death Investigator Class Study
- Classification Notice 1878 – Plans Review Specialist III
- Classification Notice 1879 – Airport Central Utility Plant Technician
- Classification Notice 1880 – IT Service Management Administration Series

The next submission will be in July 2026 for small-impact changes provisionally approved by the OHR Executive Director for the period of January 1, 2026, through June 30, 2026.

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

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

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

**POSTING IS REQUIRED**

**Classification Notice No. 1866**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 4, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Airport Conveyance Systems Administrator.**

Denver International Airport has requested the Office of Human Resources to create an Airport Conveyance Systems Administrator classification. This classification requires a unique array of technical and administrative experience and skills for which the airport has had a sustained challenge recruiting. This classification will manage 350+ passenger conveyance systems and elevators, baggage handling systems, passenger train systems, system upgrade projects, and the compliance, maintenance, and repair work performed by a variety of contractors. Based on market data, a pay grade of EX-14 is recommended.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CX3556	Airport Conveyance Systems Administrator	EX-14 (\$98,682-\$130,754-\$162,826)

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 17, 2025**. 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. 1867**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 4, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new classifications of Institutional Trades Supervisor and Institutional Superintendent.**

The Department of Public Safety's Sheriff Office has requested that the Office of Human Resources create two new classifications, Institutional Trades Supervisor and Institutional Superintendent. These classifications will supervise while performing the duties of skilled trades personnel in emergency and short-staffing situations within the Sheriff's Office's various 24/7 operated detention facilities across all shifts. The Institutional Trades Supervisor performs supervisory duties over licensed trades employees in the design, construction, maintenance and alteration of equipment, buildings, and machinery. The Institutional Superintendent performs second level supervisory work over skilled trade supervisors and employees involved in maintenance, repair, or construction of the detention facilities, provides direction and long- and short- range planning, and assists Sheriff's Office management with the development of operational policy and performance criteria. It is recommended to align the pay grades for the Institutional Trades Supervisor and Institutional Superintendent to non-exempt pay grades that correspond to the exempt Multiple Trades Supervisor and Facilities Superintendent classifications.

**NEW CLASSIFICATIONS**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CJ3551	Institutional Trades Supervisor	NE-20 (\$38.64-\$49.26-\$59.89)
CJ3552	Institutional Superintendent	NE-22 (\$43.41-\$55.35-\$67.28)

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

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

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

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

**POSTING IS REQUIRED**

**Classification Notice No. 1869**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 18, 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 the Forensic Pathologist, and Chief Medical Examiner and Coroner.**

The Denver Department of Public Health and Environment has requested that the Office of Human Resources review the pay grades of the Forensic Pathologist and the Chief Medical Examiner and Coroner classifications. The Forensic Pathologist and Chief Medical Examiner and Coroner classifications are licensed medical professionals responsible for investigating and making determinations of deaths that fall within the jurisdiction of the Coroner. Based on market data, the pay grade for the Forensic Pathologist is proposed to change from EX-23 to EX-24 and the Chief Medical Examiner and Coroner is proposed to change from EX-27 to EX-26.

**PAY GRADE CHANGES**

<b><u>Classification Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
Forensic Pathologist	EX-23 (\$193,613-\$261,377-\$329,142)	EX-24 (\$209,102-\$282,288-\$355,473)
Chief Medical Examiner and Coroner	EX-27 (\$263,408-\$355,601-\$447,794)	EX-26 (\$243,897-\$329,261-\$414,625)

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 31, 2025**. 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. 1872**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** August 1, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of 911 Non-Emergency Communication Technician.**

The Department of Safety, 911 Emergency Communications Agency has requested a new classification, 911 Non-Emergency Communication Technician. This classification will perform full performance non-emergency telephone assistance and comprehensive customer service to individuals who are calling the non-emergency line for police services or other customer requests for information regarding services and procedures. It is recommended to align the pay grade similar to other city customer service agent classifications.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CN3560	911 Non-Emergency Communication Technician	NE-09 (\$20.76-\$25.95-\$31.14)

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 14, 2025**. 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. 1873**

**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 Airport Jet Bridge Technician I, II and Lead.**

Denver International Airport has requested that the Office of Human Resources create a new classification series for Airport Jet Bridge Technicians. These unique airport classifications perform work on electrical systems, software that operates the passenger loading bridges and ramps, cameras and camera systems, and the hydraulic and pneumatic controls on the leveler system for airplane passenger and equipment loading and unloading. The proposed classification series' pay grades are based on market data.

**NEW CLASSIFICATIONS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CX3570	Airport Jet Bridge Technician I	NE-15 (\$28.87-\$36.81-\$44.75)
CX3571	Airport Jet Bridge Technician II	NE-16 (\$30.60-\$39.01-\$47.43)
CX3572	Airport Jet Bridge Technician Lead	NE-17 (\$32.44-\$41.36-\$50.28)

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, August 21, 2025**. 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. 1874**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** August 22, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Licensing Technician III.**

The Department of Excise and License has requested that the Office of Human Resources create a new classification to be added to the Licensing Technician series, Licensing Technician III. This new classification will perform advanced level assessment and processing of complex or unusual license applications and will expand career growth opportunities within this series. The proposed pay grade maintains internal alignment with the compliance focused NE-12 Business License Inspector II classification and builds upon the customer service focused NE-10 and NE-11 Licensing Technician I and II classifications to represent the highest level in this series.

**NEW CLASSIFICATION**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CC3569	Licensing Technician III	NE-12 (\$24.71-\$30.89-\$37.07)

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 4, 2025**. 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. 1875**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 26, 2025  
**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 Customer Service Agent.**

The Solid Waste Management division of the Department of Transportation and Infrastructure requested a new classification. They are currently using an Administrative Support Assistant III (NE-09), but this classification is not an accurate representation of the job duties being performed. The Solid Waste Customer Service Agent provides comprehensive customer service which includes dispatch, in a contact center environment, to respond to a variety of complex customer requests for information on Volume Based Pricing (VBP), billing questions, services and programs offered by Solid Waste Management. Similar to the DHS Customer Service Agent, it is proposed to establish the Solid Waste Customer Service Agent at pay grade NE-09.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CC3573	Solid Waste Customer Service Agent	NE-09 (\$20.76-\$25.95-\$31.14)

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 9, 2025**. 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. 1876**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 17, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the classification title and pay grade of Wastewater Quality Technician (NE-11) to Wastewater Quality Control Technician (NE-13).**

Department of Transportation and Infrastructure's Wastewater Division requested that the Office of Human Resources review the pay grade of the current Wastewater Quality Technician classification because it does not align with the current organizational structure. These employees are responsible for collecting samples and performing accurate field tests on liquids and materials using a variety of measuring devices in support of Wastewater Sampling Programs and to ensure compliance with governmental and environmental regulations. Based upon market data, it is proposed to change the pay grade of the Wastewater Quality Technician (NE-11) to Wastewater Quality Control Technician (NE-13). Additionally, the current classification title does not align with the supervisor and manager classifications which are titled Wastewater Quality Control Supervisor and Wastewater Quality Control Manager, so it is proposed to update and align this classification's title accordingly.

**TITLE CHANGE**

**Current Classification Title**

Wastewater Quality Technician

**Proposed Classification Title**

Wastewater Quality Control Technician

**PAY GRADE CHANGE**

**Current Pay Grade & Range**

NE-11 (\$23.33-\$29.16-\$35.00)

**Proposed Pay Grade & Range**

NE-13 (\$26.21-\$32.76-\$39.32)

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 30, 2025**. 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. 1877**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** November 7, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the classification titles of Coroner's Investigator I to Medicolegal Death Investigator I, Coroner's Investigator II to Medicolegal Death Investigator II, Coroner's Investigator Lead to Medicolegal Death Investigator Lead, and Coroner's Investigator Supervisor to Medicolegal Death Investigator Supervisor.**

The Department of Public Health and Environment's Office of the Medical Examiner has requested that the Office of Human Resources review and rename the classification titles of the Coroner's Investigator series to Medicolegal Death Investigator to align with current industry and national certification naming standards. There are no other changes being proposed at this time.

**TITLE CHANGES**

<b><u>Current Classification Title</u></b>	<b><u>Proposed Classification Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>
Coroner's Investigator I	Medicolegal Death Investigator I	NE-16 (\$30.60-\$39.01-\$47.43)
Coroner's Investigator II	Medicolegal Death Investigator II	NE-17 (\$32.44-\$41.36-\$50.28)
Coroner's Investigator Lead	Medicolegal Death Investigator Lead	NE-18 (\$34.39-\$43.84-\$53.30)
Coroner's Investigator Supervisor	Medicolegal Death Investigator Supervisor	EX-10 (\$72,534-\$96,108-\$119,681)

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 20, 2025**. 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. 1878**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** November 7, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Plans Review Specialist III.**

The Community Planning and Development Agency has requested that the Office of Human Resources create a new classification to be added to the Plans Review Specialist series, Plans Review Specialist III. This new classification will perform advanced level plans review work to verify code and regulatory compliance for complex development permit applications and requests. Additionally, this new classification will represent the highest level in the series and create career growth opportunities for employees. A pay grade of NE-17 is proposed which establishes a pay relationship to build upon the market-based grade assignments of NE-15 Plans Review Specialist I and NE-16 Plans Review Specialist II to complete the Plans Review Specialist series.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CC3553	Plans Review Specialist III	NE-17 (\$32.44-\$41.36-\$50.28)

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, November 20, 2025**. 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. 1879**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** November 14, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Airport Central Utility Plant Technician.**

The leadership at Denver International Airport has requested OHR create a new classification of Airport Central Utility Plant Technician. The reason for this request is to create a training classification that will allow for career progression. This creates a level below the Airport Stationary Engineer series that can be utilized as an entry level training classification within the Central Utility Plant.

**NEW CLASSIFICATION**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CJ3575	Airport Central Utility Plant Technician	NE-15 (\$28.87-\$36.81-\$44.75)

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 27, 2025**. 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. 1880**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** November 14, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new classifications of IT Service Management Administrator I, II and III.**

Technology Services has requested that the Office of Human Resources create a new IT classification series to capture information technology service management duties and responsibilities to meet ongoing operational needs and which is part of Technology Services' reorganization. Based on market data, it is proposed to create three new classifications, the IT Service Management Administrator I, II, and III, at pay grades EX-14, EX-15, and EX-16 respectively.

**NEW CLASSIFICATIONS**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CI3576	IT Service Management Administrator I	EX-14 (\$98,682-\$130,754-\$162,826)
CI3577	IT Service Management Administrator II	EX-15 (\$106,577-\$141,214-\$175,852)
CI3578	IT Service Management Administrator III	EX-16 (\$112,972-\$152,512-\$192,052)

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 27, 2025**. Please include a contact name and phone number so that we may respond directly.

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