

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **9 a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: **January 6, 2025**

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

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 #1821, #1822, #1823, #1825, #1826, #1827, #1828, #1829, #1830, #1839, #1840, #1841, #1842, #1843, #1844, #1845, #1846, #1847, #1848, #1849

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: 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.

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: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name (including any dba's):

Contract control number (legacy and new):

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

To: Denver City Council

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

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

Date: January 6, 2025

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

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, 2024, through December 31, 2024.

For this timeframe, there are 20 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1821 – Airport Operations Manager
- Classification Notice 1822 – Abolishments July 2024
- Classification Notice 1823 – Online Designer Series
- Classification Notice 1825 – IT Product Portfolio Administrator Series
- Classification Notice 1826 – Asphalt Plant Mechanic
- Classification Notice 1827 – Utility Billing Specialist
- Classification Notice 1828 – Diagnostic Imaging Supervisor
- Classification Notice 1829 – Data Analytics Staff
- Classification Notice 1830 – Public Safety Compliance Administrator
- Classification Notice 1839 – Program Quality Assurance Technician
- Classification Notice 1840 – Airport Director Conveyance Systems
- Classification Notice 1841 – Right of Way Inspector Study
- Classification Notice 1842 – IT Enterprise Architect Study
- Classification Notice 1843 – Fraud Claims Investigator
- Classification Notice 1844 – Asphalt Plant Manager
- Classification Notice 1845 – Infrastructure Program Manager Senior
- Classification Notice 1846 – Landscape Architect Series
- Classification Notice 1847 – Procurement and Contract Administration Director
- Classification Notice 1848 – Water Quality Investigator Study
- Classification Notice 1849 – HR Labor Relations Director

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

The next submission will be in July 2025 for small-impact changes provisionally approved by the OHR Executive Director for the period of January 1, 2025, through June 30, 2025.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1821

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: June 28, 2024
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 Operations Manager, changing the classification title and pay grade of Aviation Operations Manager Senior (EX-15) to Airport Operations Manager Senior (EX-16), and abolishing Airside Operations Manager and Aviation Security Manager.

Denver International Airport (DEN) leadership recently created an (CA3477) Airport Operations Director (EX-17) classification to lead various divisional airport operations. DEN leadership is now requesting the establishment of a new Airport Operations Manager classification to enhance the airport's aviation-specific classification framework to reflect the unique demands at the airport and complete this job series for professional growth. The following classifications are in the Airport Operations series (Representative, Supervisor, Senior Manager, and Director); the series is missing the Manager level. This new classification of Airport Operations Manager will combine and expand the duties and replace two existing classifications, Airside Operations Manager and Aviation Security Manager, which are proposed for abolishment. The proposed pay grade of EX-15 aligns with market data. Additionally, it is proposed to retitle the Aviation Operations Manager Senior to an Airport Operations Manager Senior and increase one pay grade, from EX-15 to EX-16, to ensure distinction in the pay grades between the levels in this series.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3492	Airport Operations Manager	EX-15 (\$103,977-\$137,770-\$171,562)

TITLE & PAY GRADE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Current Pay Grade & Range</u>
Aviation Operations Manager Senior	Airport Operations Manager Senior	EX-15 (\$103,977-\$137,770-\$171,562)
<u>Proposed Pay Grade & Range</u>		
EX-16 (\$110,216-\$148,792-\$187,367)		

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CA2820	Airside Operations Manager	EX-15 (\$103,977-\$137,770-\$171,562)
CA2819	Aviation Security Manager	EX-15 (\$103,977-\$137,770-\$171,562)

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 by 8:00 AM on **Thursday, July 11, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1822

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: July 26, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by abolishing various classifications from the city’s classification structure.

The below classifications are recommended for abolishment. These classifications are currently vacant and are no longer being used by city agencies due to lack of organizational structure or work that would support these classification concepts.

CLASSIFICATION ABOLISHMENTS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CA3239	City Clerk Administrator	EX-09 (\$65,523-\$86,818-\$108,113)
CO2645	Clinical Care Technician	NE-07 (\$18.29-\$22.86-\$27.44)
CO1598	Clinical Nurse Educator	EX-11 (\$76,426-\$101,265-\$126,103)
CA2978	Contact Center Director	EX-14 (\$96,275-\$127,565-\$158,854)
CO2680	Diagnostic Imaging Technologist	NE-15 (\$28.16-\$35.91-\$43.65)
CA2174	Economic Development Supervisor	EX-09 (\$65,523-\$86,818-\$108,113)
CO2662	Licensed Practical Nurse	NE-09 (\$19.11-\$23.89-\$28.67)
CO2684	Nuclear Medicine Technologist	NE-19 (\$35.56-\$45.34-\$55.12)
CO0618	Occupational Therapist Senior	EX-10 (\$70,765-\$93,764-\$116,762)
CO0600	Pharmacist	EX-16 (\$110,216-\$148,792-\$187,367)
CO2727	Physician Technical Senior	EX-24 (\$204,002-\$275,403-\$346,803)
CO1599	Unit Charge Nurse	EX-11 (\$76,426-\$101,265-\$126,103)
CA2696	Workers Compensation Claims Supervisor	EX-08 (\$60,669-\$80,387-\$100,104)

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 by 8:00 AM on **Thursday, August 8, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1823

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: July 26, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Online Designer Specialist and changing the classification title of Online Designer to Online Designer Associate.

The Office of Human Resources (OHR) is proposing changes to the Online Designer classification series. First, it is proposed to create a new classification, Online Designer Specialist. This new classification will allow distinction from the Online Designer Senior (EX-11) for those employees performing the most advanced online design work responsible for citywide projects while creating career growth opportunity at proposed pay grade EX-12, which is based on market data. Second, it is proposed to change the title of the Online Designer to Online Designer Associate to align with citywide naming conventions.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3503	Online Designer Specialist	EX-12 (\$82,540-\$109,366-\$136,191)

CLASSIFICATION TITLE CHANGE

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
CA3003	Online Designer	Online Designer Associate	EX-09 (\$65,523-\$86,818-\$108,113)

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 by 8:00 AM on **Thursday, August 8, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1825 - UPDATED

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 9, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of IT Product Portfolio Administrator Associate, IT Product Portfolio Administrator Senior and IT Product Portfolio Administrator Specialist.

Technology Services requested OHR Classification and Compensation to create a new classification series based on similar positions within the marketplace, which will enable Technology Services to consolidate these responsibilities within its organization. These three new classifications will be responsible for strategically overseeing all products in the business portfolio and ensuring alignment with citywide technology goals and objectives. The IT Product Portfolio Administrators will ensure consistency among products and deliverables across the entire portfolio, prioritize resources for each area to optimize return on investment, and identify areas of improvement. Based on market data and Technology Services’ organizational structure, the following pay grades are recommended: EX-13 IT Product Portfolio Administrator Associate; EX-15 IT Product Portfolio Administrator Senior; and EX-17 IT Product Portfolio Administrator Specialist.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CI3483	IT Product Portfolio Administrator Associate	EX-13 (\$89,144-\$118,116-\$147,088)
CI3484	IT Product Portfolio Administrator Senior	EX-15 (\$103,977-\$137,770-\$171,562)
CI3485	IT Product Portfolio Administrator Specialist	EX-17 (\$119,033-\$160,695-\$202,356)

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 by 8:00 AM on **Thursday, August 22, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1826

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 9, 2024
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 Asphalt Plant Mechanic and Asphalt Plant Mechanic Lead.

In October 2022, a pay relationship to Fleet Technician III (EX-16) was established for the Asphalt Plant Mechanic due to the type and level of duties and complexity of equipment being maintained as market data was not found. In July of 2023, the Fleet Technician series was adjusted by two pay grades due to the city’s inability to attract and retain Fleet Technicians; therefore, OHR is recommending the same, a two-pay grade adjustment for the Asphalt Plant Mechanic and Asphalt Plant Mechanic Lead classifications.

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Asphalt Plant Mechanic	NE-13 (\$25.57-\$31.96-\$38.36)	NE-15 (\$28.16-\$35.91-\$43.65)
Asphalt Plant Mechanic Lead	NE-14 (\$26.57-\$33.88-\$41.18)	NE-16 (\$29.85-\$38.06-\$46.27)

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 by 8:00 AM on **Thursday, August 22, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1827

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 16, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Utility Billing Specialist I, Utility Billing Specialist II and Utility Billing Specialist Lead, and abolishing Wastewater Data Technician.

Department of Transportation and Infrastructure has requested OHR Classification and Compensation to create a new classification series which will centralize utility billing for Wastewater and Solid Waste. This classification series conducts evaluation and reviews of sanitary sewer, storm drainage, sidewalk, and solid waste billing accounts to ensure accuracy of records and charges to customers. Wastewater employees performing this work are classified as Wastewater Data Technicians (NE-09), while Solid Waste employees performing this work are classified as either Administrative Support Assistant III (NE-09) or Administrative Support Assistant IV (NE-10). Based on market data, it is proposed to create three new classifications: Utility Billing Specialist I (NE-09), Utility Billing Specialist II (NE-10), and Utility Billing Specialist Lead (NE-11), and it is proposed to abolish Wastewater Data Technician classification.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CV3488	Utility Billing Specialist I	NE-09 (\$20.26-\$25.32-\$30.39)
CV3489	Utility Billing Specialist II	NE-10 (\$21.47-\$26.84-\$32.21)
CV3490	Utility Billing Specialist Lead	NE-11 (\$22.76-\$28.45-\$34.14)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CV2361	Wastewater Data Technician	NE-09 (\$20.26-\$25.32-\$30.39)

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 by 8:00 AM on **Thursday, August 29, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1828

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 16, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of the Diagnostic Imaging Supervisor.

Denver Health Medical Center requested OHR Classification and Compensation to review the pay grade of the Diagnostic Imaging Supervisors to ensure parity with Denver Health employees performing similar radiology and medical imaging supervisory duties and responsibilities. Based on market data and based on the pay ranges of the Denver Health radiology supervisory classifications, it is recommended to adjust the Diagnostic Imaging Supervisor to the EX-12 pay grade.

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Diagnostic Imaging Supervisor	EX-10 (\$70,765-\$93,764-\$116,762)	EX-12 (\$82,540-\$109,366-\$136,191)

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 by 8:00 AM on **Thursday, August 29, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1829

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 30, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Data Analytics Staff.

The Office of Human Resources conducted a review to identify any job classifications that may be missing from a classification series. Per this review, it is proposed to create a new entry level data analytics classification. Data analytics fulfills data requests by extracting data from key business systems, develops analytics, and conducts data modeling. The current Data Analytics series, which is heavily utilized throughout the city, is comprised of Associate, Senior, Specialist, Lead, and Supervisor classifications. To further this career path at the entry-level, a Staff classification is being added to the Data Analytics series. Based on a review of market data, it is proposed to assign a pay grade of EX-07 to this new classification.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CD3491	Data Analytics Staff	EX-07 (\$56,176-\$74,433-\$92,690)

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 by 8:00 AM on **Thursday, September 12, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1830

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 30, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Public Safety Compliance Administrator.

The Department of Safety has requested that the Office of Human Resources Classification and Compensation Division create a new classification, Public Safety Compliance Administrator. This classification will provide reviews, guidance, and recommendations for disciplinary investigations for the Discipline Action Division of the Department of Public Safety. This classification’s responsibilities are similar to the EX-14 Strategic Advisor and will primarily provide analysis and consultation to the highest levels of Public Safety executive leadership, therefore it is proposed to assign EX-14 pay grade to this new classification.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CN3504	Public Safety Compliance Administrator	EX-14 (\$96,275-\$127,565-\$158,854)

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 by 8:00 AM on **Thursday, September 12, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1839

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: September 27, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Program Quality Assurance Technician II and III, and changing the classification title and pay grade of Program Quality Assurance Technician to Program Quality Assurance Technician I.

Denver Human Services has requested the Office of Human Resources Classification and Compensation Division to expand the classification series of its Program Quality Assurance Technician classification from one to three levels. It is proposed to increase the pay grade of the existing classification of Program Quality Assurance Technician to maintain its grade relationship with the Fraud Claims Investigator, change its title to Program Quality Assurance Technician I, and establish two new classifications, Program Quality Assurance Technician II and III. These proposed changes will clarify duties and responsibilities while creating career development and growth opportunity for employees.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CS3523	Program Quality Assurance Technician II	NE-15 (\$28.16-\$35.91-\$43.65)
CS3524	Program Quality Assurance Technician III	NE-16 (\$29.85-\$38.06-\$46.27)

TITLE & PAY GRADE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Program Quality Assurance Technician	Program Quality Assurance Technician I
<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
NE-13 (\$25.57-\$31.96-\$38.36)	NE-14 (\$26.57-\$33.88-\$41.18)

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 by 8:00 AM on **Thursday, October 10, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1840

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 11, 2024
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 Director.

Denver International Airport (DEN) has requested a new Airport Conveyance Systems Director classification. This role will direct a major section within DEN’s Technical Operations division. Responsibilities will include directing a team and leading the development of annual and multi-year work plans and strategies, ensuring resources are available to achieve work plans, and establishing management practices and processes that ensure accomplishment of key performance standards. Specifically, this role will be responsible for directing, developing key performance indicators and implementing innovative technologies and systems to improve DEN’s automated baggage handling systems and automated guideway transit systems. Based on market data, pay grade EX-18 is recommended.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CX3525	Airport Conveyance Systems Director	EX-18 (\$128,556-\$173,551-\$218,545)

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 by 8:00 AM on **Thursday, October 24, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1841

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 11, 2024
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 Right of Way Inspector I, II and III, and Right of Way Inspector Supervisor.

The Department of Transportation and Infrastructure (DOTI) requested that the Office of Human Resources (OHR) review the pay grades for the ROW Inspector classifications due to ongoing retention challenges. ROW Inspectors are responsible for the inspection of civil and structural engineering projects related to the public right of way, which includes sidewalks, curbs, gutters, streets, and alleyways. Based on market data and internal structure, it is proposed to adjust the pay grades by two or three pay grades accordingly.

PAY GRADE CHANGES

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Right of Way Inspector I	NE-10 (\$21.47-\$26.84-\$32.21)	NE-12 (\$24.11-\$30.14-\$36.17)
Right of Way Inspector II	NE-11 (\$22.76-\$28.45-\$34.14)	NE-14 (\$25.67-\$33.88-\$41.18)
Right of Way Inspector III	NE-13 (\$25.57-\$31.96-\$38.36)	NE-16 (\$29.85-\$38.06-\$46.27)
Right of Way Inspector Supervisor	EX-08 (\$60,669-\$80,387-\$100,104)	EX-10 (\$70,765-\$93,764-\$116,762)

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 by 8:00 AM on **Thursday, October 24, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1842

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 11, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of IT Enterprise Architect Specialist, and changing the pay grade of IT Enterprise Architect Senior.

Technology Services requested that the Office of Human Resources Classification and Compensation expand the IT Enterprise Architect series based on similar positions within the marketplace, which will enable Technology Services to consolidate these responsibilities within their organization. This series currently includes an EX-14 IT Enterprise Architect Associate and an EX-15 IT Enterprise Architect Senior; however, the latter’s duties have been expanded significantly, and, additionally, a new IT Enterprise Architect Specialist classification is being created. The Senior and Specialist classifications will be responsible for strategically overseeing the architectural framework for enterprise-wide systems and their enhancements, with the Specialist leading the very most complex transformational IT architecture projects for the city. Based on market data and Technology Services’ organizational structure, it is recommended to assign pay grade EX-16 to the IT Enterprise Architect Senior and pay grade EX-18 to the IT Enterprise Architect Specialist to complete this three-classification series.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CI3472	IT Enterprise Architect Specialist	EX-18 (\$128,556-\$173,551-\$218,545)

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
IT Enterprise Architect Senior	EX-15 (\$103,977-\$137,770-\$171,562)	EX-16 (\$110,216-\$148,792-\$187,367)

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 by 8:00 AM on **Thursday, October 24, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1843

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 11, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Fraud Claims Investigator II and III, and changing the classification title of Fraud Claims Investigator to Fraud Claims Investigator I.

Denver Human Services requested the Office of Human Resources Classification and Compensation Division to expand its current Fraud Claims Investigator classification into a series with three levels. It is proposed to retitle the existing classification to Fraud Claims Investigator I, and establish two new classifications, Fraud Claims Investigator II and III. The proposed pay grades for the Fraud Claims series are based on market data and internal pay relationships. The proposed changes will clarify duties and responsibilities while creating career development and growth for employees.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CS3527	Fraud Claims Investigator II	NE-15 (\$28.16-\$35.91-\$43.65)
CS3528	Fraud Claims Investigator III	NE-16 (\$29.85-\$38.06-\$46.27)

TITLE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
Fraud Claims Investigator	Fraud Claims Investigator I	NE-14 (\$26.57-\$33.88-\$41.18)

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 by 8:00 AM on **Thursday, October 24, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1844

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 18, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Asphalt Plant Manager, and abolishing Materials Laboratory Administrator.

Department of Transportation and Infrastructure requested that the Office of Human Resources create a new classification called Asphalt Plant Manager. This classification is responsible for managing the Asphalt Plant which includes the supervision of supervisors along with management of the city’s snow deployment program. The Materials Laboratory Administrator classification previously used does not capture the scope and responsibility of the role. Therefore, it is proposed to abolish the Material Laboratory Administrator, create the Asphalt Plant Manager, and assign pay grade EX-15 based on market data.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3526	Asphalt Plant Manager	EX-15 (\$103,977-\$137,770-\$171,562)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CE2408	Materials Laboratory Administrator	EX-14 (\$96,275-\$127,565-\$158,854)

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 by 8:00 AM on **Thursday, October 31, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1845

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 18, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Infrastructure Program Manager Senior.

Department of Transportation and Infrastructure (DOTI) requested that the Office of Human Resources create a new classification, Infrastructure Program Manager Senior. Currently, DOTI only has one level and determined the need for another level to oversee the most complex multi-disciplinary capital infrastructure programs and initiatives with city-wide and regional impact and which requires a strategic understanding of city and partner agencies, policies, standards, and systems. Employees in this classification are responsible and accountable for the coordinated program management of multiple related complex projects directed toward strategic business and organizational objectives. It is recommended to assign this new classification at an EX-17, one pay grade above the Infrastructure Program Manager classification.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CE3442	Infrastructure Program Manager Senior	EX-17 (\$119,033-\$160,695-\$202,356)

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 by 8:00 AM on **Thursday, October 31, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1846

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 25, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades of Landscape Architect Senior and Landscape Architect Supervisor, and changing the classification title and pay grade of Parks Landscape Planner Associate to Landscape Planner Associate.

At the request of the Department of Parks and Recreation and due to recent pay grade changes to other architectural classifications in 2023, it is proposed to adjust the pay grades of the Landscape Architect Senior from EX-11 to EX-13 and Landscape Architect Supervisor from EX-13 to EX-15. Additionally, it is proposed to change the title and pay grade of the EX-08 Parks Landscape Planner Associate to Landscape Planner Associate at the EX-09 pay grade to align with the EX-09 City Planner Associate, a classification that performs comparable types and levels of duties but for landscape environments. These recommendations are based on market data and internal pay relationships.

PAY GRADE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Landscape Architect Senior	EX-11 (\$76,426-\$101,265-\$126,103)	EX-13 (\$89,144-\$118,116-\$147,088)
Landscape Architect Supervisor	EX-13 (\$89,144-\$118,116-\$147,088)	EX-15 (\$103,977-\$137,770-\$171,562)

TITLE & PAY GRADE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Parks Landscape Planner Associate	Landscape Planner Associate
<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
EX-08 (\$60,669-\$80,387-\$100,104)	EX-09 (\$65,523-\$86,818-\$108,113)

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 by 8:00 AM on **Thursday, November 7, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1847

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: November 8, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Procurement and Contract Administration Director.

Both the Department of Transportation and Infrastructure and Denver International Airport have requested the creation of a Procurement and Contract Administration Director classification. This new classification will serve as a strategic leader, focused on directing a large agency’s procurement services which includes the preparation, review, engaging in, and management of contracts; management of vendor relationships; development and evaluation of formal bids, requests for qualifications, and requests for proposals; and the purchasing of goods and services for these large agencies respectively. Based on market data, EX-16 pay grade is recommended.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3529	Procurement and Contract Administration Director	EX-16 (\$110,216-\$148,792-\$187,367)

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 by 8:00 AM on **Thursday, November 21, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1848

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: November 8, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Water Quality Investigator I, Water Quality Investigator II, and Water Quality Investigator Supervisor, and abolishing Water Quality Investigator.

Department of Transportation and Infrastructure’s Wastewater Division requested that the Office of Human Resources (OHR) review the pay grade of the current Water Quality Investigator classification because of the difficulty attracting candidates. They also asked OHR to expand its current Water Quality Investigator into a series with two levels, entry level/intermediate level, a full performance level, as well as a supervisor level. These employees are responsible for the investigation and inspection of stormwater or sanitation infrastructure to ensure compliance with federal, state, and municipal codes, rules, and regulations specific to wastewater. It is proposed to abolish the Water Quality Investigator and create three new classifications, Water Quality Investigator I at NE-14, Water Quality Investigator II at NE-16, and Water Quality Investigator Supervisor at EX-10. The proposed pay grades are based on an internal pay relationship to the Environmental Public Health Investigators.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CE3530	Water Quality Investigator I	NE-14 (\$26.57-\$33.88-\$41.18)
CE3531	Water Quality Investigator II	NE-16 (\$29.85-\$38.06-\$46.27)
CE3532	Water Quality Investigator Supervisor	EX-10 (\$70,765-\$93,764-\$116,762)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CN2098	Water Quality Investigator	NE-12 (\$24.11-\$30.14-\$36.17)

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 by 8:00 AM on **Thursday, November 21, 2024**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1849

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: December 6, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of HR Labor Relations Director.

In November 2024, Denver voters approved Measure 2U which will allow City and County of Denver employees to collectively bargain. The passage of this measure requires the creation of new positions to oversee and administer this process. The HR Labor Relations Director is a new classification which will manage labor relations on behalf of the Office of Human Resources (OHR). The proposed pay grade is based on a consideration of market data and OHR organizational structure.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CH3533	HR Labor Relations Director	EX-17 (\$119,033-\$160,695-\$202,356)

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 by 8:00 AM on **Thursday, December 19, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____