



Legislation Text

File #: 22-0631, Version: 1

**OHR/CSA Request Template**

**Submitted By: Greg Thress**

**Date Submitted: 5-23-2022**

**Requesting Agency: Office of Human Resources  
Division:**

**Subject Matter Expert Name: Greg Thress  
Email Address: Greg.Thres@denvergov.org  
Phone Number:**

**Item Title & Description:**

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**A bill for ordinance amending the classification and pay plan for employees in the Career Service and for certain employees not in the Career Service.**

Amends the Classification and Pay Plan by creating the new classification of Contract Administrator Senior and changing the pay grade of Contract Administration Supervisor. The Committee approved filing this item at its meeting on 5-31-22.

**Affected Council District(s) or citywide? Citywide**

**Executive Summary with Rationale and Impact:**

*Detailed description of the item and why we are doing it. This can be a separate attachment.*

The proposed change amends the Classification and Pay Plan by creating the new classification of Contract Administrator Senior and changing the pay grade of Contract Administration Supervisor.

**Classification Notice No. 1722**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** May 06, 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 Contract Administrator Senior and changing the pay grade of Contract Administration Supervisor.**

The Office of Human Resources Classification and Compensation Division was requested by the Denver International Airport and Denver Parks & Recreation Agencies to add a Contract Administrator Senior level classification to the Contract Administrator classification series. These agencies have been experiencing difficulty recruiting and retaining Contract Administrators and competing with other industries that have senior level positions. Based upon market data, it is proposed to create a new Contract Administrator Senior at the EX-10 pay grade, increase the Contract Administration Supervisor pay grade by one grade to EX-12, and retain the current pay grade for the Contract Administrator at EX-09.

**PROPOSED NEW CLASSIFICATION/PAY GRADE**

<u>Proposed Job Title</u>	<u>Proposed Pay Grade</u>
Contract Administrator Senior	EX-10 (\$67,488 - \$89,421 - \$111,355)

**PROPOSED NEW PAY GRADE/RANGE**

<u>Current Classification Title</u>	<u>Current Pay Grade/Range</u>	<u>Proposed Pay Grade/Range</u>
Contract Administration Supervisor	EX-11 (\$72,887 - \$96,575 - \$120,264)	EX-12 (\$78,718 - \$104,301 - \$129,885)

**Type (choose one: Classification; Pay; Benefits; Rule Change; Other):**  
**Classification**

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**