



**POSTING IS REQUIRED**

**Classification Notice No. 1667**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** January 22, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification HR Classification and Compensation Analyst Staff and changing the title of HR Classification and Compensation Analyst (CA2997) to HR Classification and Compensation Analyst Associate (CA2997).**

The Office of Human Resources is requesting a new entry level job classification called HR Classification and Compensation Analyst Staff. This new classification will perform entry-level classification and compensation duties and will create a career ladder into existing higher levels in this classification series.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3295	HR Classification and Compensation Analyst Staff	A-807 (\$51,133 - \$66,473 - \$81,813)

**CLASSIFICATION TITLE CHANGE**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>
CA2997	HR Classification and Compensation Analyst	HR Classification and Compensation Analyst Associate

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, February 4, 2021**. Please include a contact name and phone number so that we may respond directly.

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