



**POSTING IS REQUIRED**

**Classification Notice No. 1698**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** November 05, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Environmental Public Health Analyst Associate (CE3351), changing the pay grade of the Environmental Public Health Analyst Staff, and changing the classification titles in the series.**

A study was recently conducted to ensure consistent application of certain Environmental Public Health classifications to certain positions. One of the study’s findings is to modify the existing Environmental Public Health Analyst series. It is proposed to first update the classification titles to replace roman numerals and follow citywide nomenclature for jobs in professional class series and update two titles, “I” with “Staff” and the “II” with “Senior.” The second proposal is to change the pay grade of the Environmental Public Health Analyst Staff from its current non-exempt pay grade to an exempt pay grade. The third proposed change is to create a new classification called Environmental Public Health Analyst Associate to provide an additional job series progression level for employees and allow management flexibility when assigning work to employees. This level does not exist today in this job series and the new classification is a step between the Staff and Senior levels, which is a consistent career path which mirrors other professional job series used citywide.

**JOB TITLE CHANGES**

<u>Job Code</u>	<u>Current Classification Job Title</u>	<u>Proposed Classification Title</u>
CE2266	Environmental Public Health Analyst I	Environmental Public Health Analyst Staff
CE2267	Environmental Public Health Analyst II	Environmental Public Health Analyst Senior
CE3282	Environmental Public Health Analyst II Hourly	Environmental Public Health Analyst Senior Hourly

**PAY GRADE AND RANGE CHANGES**

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CE2266	Environmental Public Health Analyst Staff	NE-15 (\$26.34-33.58-40.82)	EX-07(\$52,523-69,593-86,664)

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CE3351	Environmental Public Health Analyst Associate	EX-09 (\$61,263-81,174-101,084)

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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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 18, 2021**. Please include a contact name and phone number so that we may respond directly.