



POSTING IS REQUIRED

Classification Notice No. 1709

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 11, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the job titles of Environmental Administrator, Environmental Administrator Senior, and Environmental Programs Director.

It is proposed to change the titles of three classifications whose primary duties are performing environmental and/or public health. These title changes will better align and describe the duties and responsibilities of these classifications to the positions. Additionally, minor edits to the classification specification were made to better describe the work performed by incumbents of these classifications. There are no proposed changes to pay grades at this time.

JOB TITLE CHANGES

<u>Job Code</u>	<u>Current Classification Job Title</u>	<u>Proposed Classification Title</u>
CE2894	Environmental Administrator	Environmental Public Health Administrator
CE2895	Environmental Administrator Senior	Environmental Public Health Administrator Senior
CE2778	Environmental Programs Director	Airport Environmental Director

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, March 24, 2022**. Please include a contact name and phone number so that we may respond directly.

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