

POSTING IS REQUIRED

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)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, May 19, 2022 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, May 19, 2022**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, May 17, 2022**.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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 and 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.