



POSTING IS REQUIRED

Classification Notice No. 1729

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: July 8, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of HR Leave and ADA Manager (EX-12) to HR FMLA and ADA Manager (EX-13).

As part of routine maintenance of the classification and pay plan, a change is recommended to the HR Leave and ADA Manager to ensure the pay grade is aligned with other human resources manager classifications. Additionally, it is recommended to change the title to better describe this classification.

TITLE & PAY GRADE CHANGE

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
CA3009	HR Leave and ADA Manager	HR FMLA and ADA Manager
	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
	EX-12 (\$78,718-104,301-129,885)	EX-13 (\$85,015-112,645-140,275)

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, July 21, 2022**. Please include a contact name and phone number so that we may respond directly.

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