



POSTING IS REQUIRED

Classification Notice No. 1758

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 3, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating one classification called Director of Clinical Operations and abolishing Medical Officer.

The Department of Public Health and Environment has requested a new position to lead a new division within their department. This new position has specific medical duties, will serve as the city’s chief medical officer as required by state law, and requires specialized minimum qualifications which do not align with other existing classifications. A new classification is proposed to meet this need, Director of Clinical Operations. This new classification will replace the existing Medical Officer classification which describes only a portion of these duties of the proposed classification and is proposed to be abolished. The proposed pay grade is set based on internal equity to comparable classifications in the city.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CO3422	Director of Clinical Operations	EX-27 (\$250,227-337,807-425,386)

ABOLISHMENT

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>
CO3344 Medical Officer	EX-24 (\$198,639-268,163-337,686)

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, February 16, 2023**. Please include a contact name and phone number so that we may respond directly.

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