



**POSTING IS REQUIRED**

**Classification Notice No. 1769**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** April 21, 2023  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by revising the Job Code, Title and Pay Grade of the Graphics Technician and Graphics Supervisor.**

It is recommended to amend the pay grades of the Graphics Technician and the Graphics Supervisor in order to establish a pay relationship between the Graphics Technician and the Maintenance Technician due to the similarities of their type and level of duties performed. Graphics Technicians perform graphics work in a full-service graphic/printing shop environment including layout/graphics and fabrication of a variety of signs/printouts, while Maintenance Technicians perform standard level routine and minor trades work in the installation, repair, or maintenance of city facilities or related equipment including working on standard or routine trades work to assist skilled or licensed trades. Because of these similarities, it is recommended to amend the pay grades of the Graphics Technician to NE-12 and the Graphics Supervisor to EX-07. Additionally, it is proposed to amend the classification titles from Graphics Technician and Graphics Supervisor to Graphics Signage Technician and Graphics Shop Supervisor to optimally describe the work being done in these roles and not confuse them with desktop graphics design work which is completely different. Finally, it is proposed to amend the job family from Administration to Maintenance, hence the proposed job code changes.

**JOB CODE, JOB TITLE, PAY GRADE CHANGES**

<u>Current Classification Job Code &amp; Title</u>	<u>Proposed Classification Job Code &amp; Title</u>
CA2533/Graphics Technician	CJ3429/Graphics Signage Technician
CA2532/Graphics Supervisor	CJ3430/Graphics Shop Supervisor
<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
NE-10 (\$20.90 - \$26.13 - \$31.35)	NE-12 (\$23.48 - \$29.35 - \$35.22)
EX-06 (\$50,647 - \$67,107 - \$83,568)	EX-07 (\$54,699 - \$72,476 - \$90,253)

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, May 4, 2023**. Please include a contact name and phone number so that we may respond directly.

**Office of Human Resources**  
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202  
p: 720.913.5751 | f: 720.913.5720  
[www.denvergov.org/humanresources](http://www.denvergov.org/humanresources)