



**POSTING IS REQUIRED**

**Classification Notice No. 1782**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 7, 2023  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification called Cost Estimator Analyst Specialist (EX-15).**

The Office of Human Resources Classification and Compensation Division has been working with Denver International Airport and Department of Transportation and Infrastructure to augment the career ladder for the Cost Estimator classification series. This classification performs specialized, professional, analytical work to provide detailed cost estimates for large, complex, citywide construction projects and project programs and serves as the subject matter expert for all cost control and cost estimation project-related activities. Currently, a Cost Estimator Analyst (EX-12) and a Cost Estimator Analyst Senior (EX-14) classification exist, however, as construction projects and project programs have grown larger in scope and complexity, a need has emerged for a Cost Estimator Analyst Specialist to provide cost estimation for the most complex and specialized projects. Based upon a review of market data, it is recommended to assign this Specialist classification to pay grade EX-15.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3440	Cost Estimator Analyst Specialist	EX-15 (\$101,244 - \$134,148 - \$167,053)

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, July 20, 2023**. Please include a contact name and phone number so that we may respond directly.

**Office of Human Resources**  
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