



POSTING IS REQUIRED

Classification Notice No. 1787

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: July 14, 2023
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Marketing and Communications Senior.

The Office of Human Resources Classification and Compensation Division has conducted a maintenance study and is adding an additional classification to complete a career ladder for the Marketing and Communications series. The current classification series includes Marketing and Communications Staff (EX-05), Marketing and Communications Associate (EX-09) and Marketing and Communications Specialist (EX-12), but there is no senior level for full performance level duties, which is a common level for an exempt classification series in the city. To complete the career ladder, it is recommended to create a Marketing and Communications Senior. Based on market data it is recommended that the Marketing and Communications senior be assigned pay grade EX-11.

New Classification(s)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CA3453	Marketing and Communications Senior	EX-11 (\$74,417 - \$98,602.50 - \$122,788)

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 27, 2023**. Please include a contact name and phone number so that we may respond directly.

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