



**POSTING IS REQUIRED**

**Classification Notice No. 1788**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 21, 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 Veterinary Assistant I, and revising the classification title of the Veterinary Technician Certified and Veterinary Technician Non-Certified.**

To address an ongoing demand for services within Denver Animal Protection Division of the Department of Public Health and Environment, several changes within the classification and pay plan are needed to meet these needs. First, it is proposed to re-activate the Veterinary Assistant classification, with a slight title change, which was abolished 2019 but is once again needed as it will provide an entry-level opportunity into animal welfare careers while supporting the DAP mission. The proposed pay grade is based on internal equity to other existing classifications used within the department. Additionally, two minor title changes are needed to align with changing industry requirements regarding professional certification, to comply with new state licensing laws around minimum qualifications, and to better align with common veterinary industry titles.

**NEW CLASSIFICATION**

| <u>Job Code</u> | <u>Proposed Classification Title</u> | <u>Proposed Pay Grade &amp; Range</u> |
|-----------------|--------------------------------------|---------------------------------------|
| CO2802          | Veterinary Assistant I               | NE-10 (\$20.90-26.13-31.35)           |

**TITLE CHANGE**

| <u>Job Code</u> | <u>Current Classification Title</u> | <u>Proposed Classification Title</u> |
|-----------------|-------------------------------------|--------------------------------------|
| CO2649          | Veterinary Technician Certified     | Veterinary Technician Registered     |
| CO3348          | Veterinary Technician Non-Certified | Veterinary Assistant II              |

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, August 3, 2023**. Please include a contact name and phone number so that we may respond directly.

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