



**POSTING IS REQUIRED**

**Classification Notice No. 1794**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 22, 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 Business License Inspector III.**

Excise and License requested the Office of Human Resources add an additional classification within the Business License Inspector series to complete the career path for these classifications. The current classification series is Business License Inspector I, which is an intermediate level classification focused on routine compliance inspections and Business License Inspector II, which focuses on full performance level complaint investigations. To complete the career ladder, it is recommended to create a Business License Inspector III, which will perform duties at the specialized level.

**NEW CLASSIFICATION**

<b><u>Job Code</u></b>	<b><u>Proposed Classification Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CN3454	Business License Inspector III	NE-13 (\$24.90 - \$31.12 - \$37.35)

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, October 5, 2023**. Please include a contact name and phone number so that we may respond directly.