



**POSTING IS REQUIRED**

**Classification Notice No. 1806**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** March 1, 2024  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade and range of the Nursing Program Manager.**

The Department of Public Health and Environment (DPHE) requested that the Office of Human Resources (OHR) review the pay grade of the Nursing Program Manager. This job classification is used by DPHE and the Department of Finance Risk Management Division. DPHE has expanded operations which now include provision of healthcare support in the community and need a job classification to supervise Registered Nurses and Nurse Practitioners, while also providing direct patient care and services in the community as a Registered Nurse. The existing Nursing Program Manager classification performs first line supervisory duties overseeing nurses and is required to be an Registered Nurse, however, its pay grade is proposed to increase by two pay grades to enable this job classification to supervise a broader set of nursing positions, including both Registered Nurses and Nurse Practitioners, and to more clearly define career paths and reporting relationships in both departments.

**PAY GRADE AND RANGE CHANGES**

<u>Current Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
Nursing Program Manager	EX-11 (\$76,426.00-101,265.00-126,103.00)	EX-13 (\$89,144.00-118,116.00-147,088.00)

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, March 14, 2024**. Please include a contact name and phone number so that we may respond directly.

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