



POSTING IS REQUIRED

Classification Notice No. 1807

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 of the Custodial Services Supervisor.

The Office of Human Resources was requested by the Denver Public Library to review the pay grade assignment of the Custodial Services Supervisor classification due to a pay grade compression with the Custodial Supervisor, which is a direct report of the Custodial Services Supervisor. Since both classifications are in the NE-09 pay grade, it is recommended to increase the pay grade of the Custodial Services Supervisor to NE-11. This will appropriately align its pay grade with the NE-11 Building and Grounds Supervisor, as both classifications supervise similar types of custodial and utility worker job classifications.

PAY GRADE CHANGE

<u>Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Custodial Services Supervisor	NE-09 (\$20.26-\$25.32-\$30.39)	NE-11 (\$22.76-\$28.45-\$34.14)

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

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