



POSTING IS REQUIRED

Classification Notice No. 1815

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 3, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Workers Compensation Administrator.

Denver International Airport (DEN) has requested adding a new classification that will focus on workers compensation cases in partnership with the City and County of Denver’s Department of Finance Risk Management. This classification will be responsible for workers compensation claims management that entails communication with injured workers, managers, insurance adjusters, and healthcare providers to lower claims costs and loss of work hours at DEN. It is proposed to assign this job classification to EX-10 pay grade based upon market data.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3480	Workers Compensation Administrator	EX-10 (\$70,765-\$93,764-\$116,762)

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, May 16, 2024**. Please include a contact name and phone number so that we may respond directly.

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