



**POSTING IS REQUIRED**

**Classification Notice No. 1823**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 26, 2024  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Online Designer Specialist and changing the classification title of Online Designer to Online Designer Associate.**

The Office of Human Resources (OHR) is proposing changes to the Online Designer classification series. First, it is proposed to create a new classification, Online Designer Specialist. This new classification will allow distinction from the Online Designer Senior (EX-11) for those employees performing the most advanced online design work responsible for citywide projects while creating career growth opportunity at proposed pay grade EX-12, which is based on market data. Second, it is proposed to change the title of the Online Designer to Online Designer Associate to align with citywide naming conventions.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3503	Online Designer Specialist	EX-12 (\$82,540-\$109,366-\$136,191)

**CLASSIFICATION TITLE CHANGE**

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade &amp; Range</u>
CA3003	Online Designer	Online Designer Associate	EX-09 (\$65,523-\$86,818-\$108,113)

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 8, 2024**. Please include a contact name and phone number so that we may respond directly.

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