



**POSTING IS REQUIRED**

**Classification Notice No. 1838**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 4, 2024  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new classifications of Security Officer II and Security Officer Lead, changing the classification title of Security Officer to Security Officer I, and changing the classification title and pay grade of Security Supervisor to Security Officer Supervisor.**

The Denver Public Library requested the creation of two new security officer classifications and revision of two existing security officer classifications based on recruitment and retention challenges at both its central and branch libraries. These four security officer classifications will be responsible for maintaining the security and safety of library facilities, buildings, citizens, and staff at all library locations throughout the city. Based on market data, the proposed classification titles and pay grades are recommended.

**NEW CLASSIFICATIONS**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
LN3511	Security Officer II	NE-08 (\$19.11 - \$23.89 - \$28.67)
LN3512	Security Officer Lead	NE-11 (\$22.76 - \$28.45 - \$34.14)

**TITLE CHANGE**

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade &amp; Range</u>
Security Officer	Security Officer I	NE-07 (\$18.29-\$22.86-\$27.44)

**TITLE & PAY GRADE CHANGE**

<u>Current Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
Security Supervisor	NE-09 (\$20.26-\$25.32-\$30.39)	Security Officer Supervisor	NE-13 (\$25.57-\$31.96- \$38.36)

**Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, October 17, 2024, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1<sup>st</sup> floor, located at 201 West Colfax Avenue, Denver, CO 80202.

**Office of Human Resources**  
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[www.denvergov.org/humanresources](http://www.denvergov.org/humanresources)



If anyone wishes to submit written comments to the Board on this proposal, please submit them by no later than **noon (12:00 p.m.) on Monday, October 14, 2024:**

Lori Smith, Executive Office Administrator  
Office of Human Resources  
(720) 337-6185  
[lori.smith@denvergov.org](mailto:lori.smith@denvergov.org)

If anyone wishes to be heard by the Board on this proposal, please submit your name and phone number by no later than **noon (12:00 p.m.) on Monday, October 14, 2024** to [lori.smith@denvergov.org](mailto:lori.smith@denvergov.org)

If you have any questions about this proposal, please submit them in writing to [lori.smith@denvergov.org](mailto:lori.smith@denvergov.org) by **noon (12 p.m.) on Wednesday, October 16, 2024**. Please include a contact name and phone number so that we may respond to your question directly.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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 and 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.