



**POSTING IS REQUIRED**

**Classification Notice No. 1844**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 18, 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 Asphalt Plant Manager, and abolishing Materials Laboratory Administrator.**

Department of Transportation and Infrastructure requested that the Office of Human Resources create a new classification called Asphalt Plant Manager. This classification is responsible for managing the Asphalt Plant which includes the supervision of supervisors along with management of the city’s snow deployment program. The Materials Laboratory Administrator classification previously used does not capture the scope and responsibility of the role. Therefore, it is proposed to abolish the Material Laboratory Administrator, create the Asphalt Plant Manager, and assign pay grade EX-15 based on market data.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3526	Asphalt Plant Manager	EX-15 (\$103,977-\$137,770-\$171,562)

**ABOLISHMENT**

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade &amp; Range</u>
CE2408	Materials Laboratory Administrator	EX-14 (\$96,275-\$127,565-\$158,854)

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, October 31, 2024**. Please include a contact name and phone number so that we may respond directly.

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