



POSTING IS REQUIRED

Classification Notice No. 1847

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: November 8, 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 Procurement and Contract Administration Director.

Both the Department of Transportation and Infrastructure and Denver International Airport have requested the creation of a Procurement and Contract Administration Director classification. This new classification will serve as a strategic leader, focused on directing a large agency’s procurement services which includes the preparation, review, engaging in, and management of contracts; management of vendor relationships; development and evaluation of formal bids, requests for qualifications, and requests for proposals; and the purchasing of goods and services for these large agencies respectively. Based on market data, EX-16 pay grade is recommended.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3529	Procurement and Contract Administration Director	EX-16 (\$110,216-\$148,792-\$187,367)

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, November 21, 2024**. Please include a contact name and phone number so that we may respond directly.