



POSTING IS REQUIRED

Classification Notice No. 1850

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 7, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades of Pool Coordinator, Recreation Instructor, Recreation Services Representative, and Golf Sales Associate Lead.

The Office of Human Resources (OHR) has conducted a review of classifications solely used in an On-call capacity. These proposed pay grade changes will align Denver Parks and Recreation (DPR) On-call classifications within their appropriate pay tables. Unlimited and Limited classifications are established within the Exempt pay table or Non-exempt pay table, while classifications comprised of solely On-call positions are established within in the Community Rate pay table. These changes will align these four classifications to the other 14 classifications that DPR uses solely for its On-call workforce.

PAY GRADE CHANGES

<u>Classification Job Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Pool Coordinator	NE-07 (\$18.81-\$23.51-\$28.22)	CR-07 (\$18-81-\$22.29-\$25.77)
Recreation Instructor	NE-07 (\$18.81-\$23.51-\$28.22)	CR-07 (\$18-81-\$22.29-\$25.77)
Recreation Services Representative	NE-07 (\$18.81-\$23.51-\$28.22)	CR-07 (\$18-81-\$22.29-\$25.77)
Golf Sales Associate Lead	NE-08 (\$19.59-\$24.49-\$29.39)	CR-08 (\$19.07-\$22.60-\$26.13)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, February 20, 2025, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

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, February 17, 2025:**

Lori Smith, Executive Office Administrator
Office of Human Resources
(720) 337-6185
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, February 17, 2025** to lori.smith@denvergov.org

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If you have any questions about this proposal, please submit them in writing to lori.smith@denvergov.org by **noon (12 p.m.) on Wednesday, February 19, 2025**. 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.