



**POSTING IS REQUIRED**

**Classification Notice No. 1856**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** March 28, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of HR Benefits Analyst Specialist.**

Due to ongoing regulatory changes with employee benefits, the Office of Human Resources (OHR) has requested a new classification be added to the benefits analyst series, HR Benefits Analyst Specialist. This new classification will describe specialized duties needed for the most complex employee benefit program design and oversight to ensure the city’s plans are compliant with all required regulations. The proposed pay grade of EX-12 is based on internal alignment within the existing Benefits Analyst classification series.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CH3539	HR Benefits Analyst Specialist	EX-12 (\$84,604-\$112,100-\$139,597)

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, April 10, 2025**. Please include a contact name and phone number so that we may respond directly.