



POSTING IS REQUIRED

Classification Notice No. 1857

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 Librarian Collection Development Analyst, and abolishing Collection Specialist.

Denver Public Library requested a new classification that will be responsible for library collections development engaged in the evaluation of library materials for circulation collections which includes researching new library materials, completing acquisitions, and managing the budget for collections development. Pay grade EX-09 is proposed, which is one pay grade higher than the Senior Librarian, given the new classification’s broader array of duties and responsibilities for conducting collections research, identifying collection gaps, and purchasing materials to build the Denver Public Library’s collections available to the public.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
LQ3538	Librarian Collection Development Analyst	EX-09 (\$67,161-\$88,988-\$110,816)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
LQ1278	Collection Specialist	EX-07 (\$58,656-\$77,719-\$96,782)

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