



POSTING IS REQUIRED

Classification Notice No. 1861

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 2, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades and classification titles of Safety and Industrial Hygiene Professional II to Safety and Industrial Hygiene Specialist II, Safety and Industrial Hygiene Administrator to Safety and Industrial Hygiene Specialist III, and changing the classification titles of Safety and Industrial Hygiene Professional I to Safety and Industrial Hygiene Specialist I and Safety Manager to Safety and Industrial Hygiene Manager.

The Office of Human Resources (OHR) received position audits from an agency to review job duties of six positions responsible for workplace safety. Employees’ position description questionnaires (PDQs) reflected duties inconsistent with exempt job requirements as defined by the Department of Labor. OHR expanded its review of work performed by employees in other agencies; employees’ PDQs were review by the City Attorney’s Office which confirmed initial findings. Therefore, OHR proposes changing two classifications to non-exempt and amending the classification series titles to better describe the type and level of work performed and align with market standards. The changes include: change pay grades of the Safety and Industrial Hygiene Professional II and Safety and Industrial Hygiene Administrator classifications to equivalent non-exempt pay grades; change titles to Safety and Industrial Hygiene Specialist II and III respectively; add pay grade range NE-23 to accommodate the hourly equivalent midpoint of the Safety and Industrial Hygiene Specialist III; and, change titles of the Safety and Industrial Hygiene Professional I to Safety and Industrial Hygiene Specialist I and the Safety Manager to Safety and Industrial Hygiene Manager.

NEW PAY RANGE

PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
NE-23	\$46.02	\$52.35	\$58.67	\$65.00	\$71.33

TITLE AND PAY GRADE CHANGES

<u>Current Classification Title</u> Safety and Industrial Hygiene Professional II Safety and Industrial Hygiene Administrator	<u>Proposed Classification Title</u> Safety and Industrial Hygiene Specialist II Safety and Industrial Hygiene Specialist III
<u>Current Pay Grade & Range</u> EX-11 (\$78,337-\$103,797-\$129,256) EX-13 (\$91,373-\$121,069-\$150,766)	<u>Proposed Pay Grade & Range</u> NE-20 (\$38.64-\$49.26-\$59.89) NE-23 (\$46.02-\$58.67-\$71.33)

TITLE CHANGES

<u>Current Classification Title</u> Safety and Industrial Hygiene Professional I Safety Manager	<u>Proposed Classification Title</u> Safety and Industrial Hygiene Specialist I Safety and Industrial Hygiene Manager	<u>Current Pay Grade & Range</u> NE-16 (\$30.60-\$39.01-\$47.43) EX-15 (\$106,577-\$141,214-\$175,852)
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Public Notice of Changes

The scheduled time for the public hearing is **Thursday, May 15, 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, May 12, 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, May 12, 2025** to lori.smith@denvergov.org.

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, May 14, 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.