



POSTING IS REQUIRED

Classification Notice No. 1863

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 creating new classifications of Operations Trainer, and Operations Training Supervisor.

The Office of Human Resources has been requested to create two new classifications which are primarily focused on delivering on-the-job training to non-exempt employees in departments and agencies with off-shift operations. The Operations Trainer and Operations Training Supervisor classifications are being established with non-exempt pay grades that correlate to the Agency Trainer and Agency Training Supervisor classifications' pay grades. The key difference between these proposed classifications is that the latter deliver professional learning and development in a classroom setting and the proposed classifications are providing predominantly job specific on-the-job training.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3545	Operations Trainer	NE-18 (\$34.39-\$43.84-\$53.30)
CA3546	Operations Training Supervisor	NE-20 (\$38.64-\$49.26-\$59.89)

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, May 15, 2025**. Please include a contact name and phone number so that we may respond directly.