



POSTING IS REQUIRED

Classification Notice No. 1867

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: July 4, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Institutional Trades Supervisor and Institutional Superintendent.

The Department of Public Safety’s Sheriff Office has requested that the Office of Human Resources create two new classifications, Institutional Trades Supervisor and Institutional Superintendent. These classifications will supervise while performing the duties of skilled trades personnel in emergency and short-staffing situations within the Sheriff’s Office’s various 24/7 operated detention facilities across all shifts. The Institutional Trades Supervisor performs supervisory duties over licensed trades employees in the design, construction, maintenance and alteration of equipment, buildings, and machinery. The Institutional Superintendent performs second level supervisory work over skilled trade supervisors and employees involved in maintenance, repair, or construction of the detention facilities, provides direction and long- and short- range planning, and assists Sheriff’s Office management with the development of operational policy and performance criteria. It is recommended to align the pay grades for the Institutional Trades Supervisor and Institutional Superintendent to non-exempt pay grades that correspond to the exempt Multiple Trades Supervisor and Facilities Superintendent classifications.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3551	Institutional Trades Supervisor	NE-20 (\$38.64-\$49.26-\$59.89)
CJ3552	Institutional Superintendent	NE-22 (\$43.41-\$55.35-\$67.28)

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, July 17, 2025**. Please include a contact name and phone number so that we may respond directly.

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