



POSTING IS REQUIRED

Classification Notice No. 1878

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: November 7, 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 Plans Review Specialist III.

The Community Planning and Development Agency has requested that the Office of Human Resources create a new classification to be added to the Plans Review Specialist series, Plans Review Specialist III. This new classification will perform advanced level plans review work to verify code and regulatory compliance for complex development permit applications and requests. Additionally, this new classification will represent the highest level in the series and create career growth opportunities for employees. A pay grade of NE-17 is proposed which establishes a pay relationship to build upon the market-based grade assignments of NE-15 Plans Review Specialist I and NE-16 Plans Review Specialist II to complete the Plans Review Specialist series.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CC3553	Plans Review Specialist III	NE-17 (\$32.44-\$41.36-\$50.28)

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, November 20, 2025. Please include a contact name and phone number so that we may respond directly.