



POSTING IS REQUIRED

Classification Notice No. 1880

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: November 14, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of IT Service Management Administrator I, II and III.

Technology Services has requested that the Office of Human Resources create a new IT classification series to capture information technology service management duties and responsibilities to meet ongoing operational needs and which is part of Technology Services' reorganization. Based on market data, it is proposed to create three new classifications, the IT Service Management Administrator I, II, and III, at pay grades EX-14, EX-15, and EX-16 respectively.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CI3576	IT Service Management Administrator I	EX-14 (\$98,682-\$130,754-\$162,826)
CI3577	IT Service Management Administrator II	EX-15 (\$106,577-\$141,214-\$175,852)
CI3578	IT Service Management Administrator III	EX-16 (\$112,972-\$152,512-\$192,052)

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 27, 2025. Please include a contact name and phone number so that we may respond directly.