



POSTING IS REQUIRED

Classification Notice No. 1825 - UPDATED

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 9, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of IT Product Portfolio Administrator Associate, IT Product Portfolio Administrator Senior and IT Product Portfolio Administrator Specialist.

Technology Services requested OHR Classification and Compensation to create a new classification series based on similar positions within the marketplace, which will enable Technology Services to consolidate these responsibilities within its organization. These three new classifications will be responsible for strategically overseeing all products in the business portfolio and ensuring alignment with citywide technology goals and objectives. The IT Product Portfolio Administrators will ensure consistency among products and deliverables across the entire portfolio, prioritize resources for each area to optimize return on investment, and identify areas of improvement. Based on market data and Technology Services’ organizational structure, the following pay grades are recommended: EX-13 IT Product Portfolio Administrator Associate; EX-15 IT Product Portfolio Administrator Senior; and EX-17 IT Product Portfolio Administrator Specialist.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CI3483	IT Product Portfolio Administrator Associate	EX-13 (\$89,144-\$118,116-\$147,088)
CI3484	IT Product Portfolio Administrator Senior	EX-15 (\$103,977-\$137,770-\$171,562)
CI3485	IT Product Portfolio Administrator Specialist	EX-17 (\$119,033-\$160,695-\$202,356)

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, August 22, 2024**. Please include a contact name and phone number so that we may respond directly.

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