



POSTING IS REQUIRED

Classification Notice No. 1834 - AMENDED

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 4, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed changes amend the Classification and Pay Plan by changing the pay grades of Accounting Supervisor, Budget Analyst Supervisor, Engineer-Architect Supervisor, Financial Analyst Supervisor, Management Analyst Supervisor, and Fire Protection Supervisor.

The Office of Human Resources Classification and Compensation Division recently completed a review of classification series to ensure employees have a clear career progression into supervisory positions. Five Supervisor classifications were identified as having historically shared the same pay grade as the Specialist classification in the same series. It is recommended to adjust these Supervisor classifications by one grade to differentiate them from the Specialist classification in the same series; these pay grade changes are supported by market data. Additionally, this change will further delineate these supervisor and specialist classifications within their respective series; a supervisor is assigned duties which focus on first level supervision of two or more positions within a unit or team, while a specialist is for positions which are the highest-level individual contributor within their series and are subject matter experts assigned the most complex, specialized duties. This change will also alleviate any compression in situations where a supervisor supervises a specialist position. Finally, the Fire Protection Supervisor has a pay relationship to the Engineer-Architect Supervisor, so a one pay grade change is recommended to maintain alignment.

PAY GRADE CHANGES

<u>Classification Job Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Accounting Supervisor	EX-11 (\$76,426- \$101,265-\$126,103)	EX-12 (\$82,540-\$109,366-\$136,191)
Budget Analyst Supervisor	EX-12 (\$82,540-\$109,366-\$136,191)	EX-13 (\$89,144-\$118,116-\$147,088)
Engineer-Architect Supervisor	EX-16 (\$110,216-\$148,792-\$187,367)	EX-17 (\$119,033-\$160,695-\$202,356)
Financial Analyst Supervisor	EX-12 (\$82,540-\$109,366-\$136,191)	EX-13 (\$89,144-\$118,116-\$147,088)
Management Analyst Supervisor	EX-12 (\$82,540-\$109,366-\$136,191)	EX-13 (\$89,144-\$118,116-\$147,088)
Fire Protection Supervisor	EX-16 (\$110,216-\$148,792-\$187,367)	EX-17 (\$119,033-\$160,695-\$202,356)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, October 17, 2024, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

Office of Human Resources
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If anyone wishes to submit written comments to the Board on this proposal, please submit them by no later than **noon (12:00 p.m.) on Monday, October 14, 2024:**

Lori Smith, Executive Office Administrator
Office of Human Resources
(720) 337-6185
lori.smith@denvergov.org

If anyone wishes to be heard by the Board on this proposal, please submit your name and phone number by no later than **noon (12:00 p.m.) on Monday, October 14, 2024** to lori.smith@denvergov.org

If you have any questions about this proposal, please submit them in writing to lori.smith@denvergov.org by **noon (12 p.m.) on Wednesday, October 16, 2024**. Please include a contact name and phone number so that we may respond to your question directly.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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 and 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.