



POSTING IS REQUIRED

Classification Notice No. 1893

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 17, 2026
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Recreation Coordinator.

The Department of Parks and Recreation (DPR) has requested a new classification to streamline and capture duties from the two existing classifications of Recreation Program Coordinator (NE-12) and Recreation Center Coordinator (NE-12) responsibilities. Employees often fluctuate between Programs and Centers, based on seasonality and the agency's needs for staffing. This new classification outlines the duties and responsibilities within DPR and maintains the existing pay grade and market pricing from the currently divided classifications. This consolidated classification ultimately prevents the need for terminating and rehiring employees to simply move them between Centers and Programs. The new Recreation Coordinator will remain aligned to DPR's other current Coordinator classification's pay grades at NE-12.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CR3599	Recreation Coordinator	NE-12 (\$25.30-\$31.63-\$37.96)

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, April 30, 2026. Please include a contact name and phone number so that we may respond directly.