

**POSTING IS REQUIRED**

**Classification Notice No. 1298**

To: Agency Heads and Employees  
From: Jeff Dolan, Career Service Executive Personnel Director  
Date: April 2, 2009  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grades of Judicial Assistant III from 616-C to 617-C, Judicial Assistant IV from 618-L to 619-L and County Court Parking Magistrate from 618-L to 619-L. We are also abolishing Administrative Hearings Technician.**

Recently CSA conducted a study of classes that are used in the City Attorney's Office and the District Attorney's Office. In the study, the compensation of the Legal Secretary class was upgraded from 616 C to 617 C. The Legal Secretary class is a bench mark class and CSA uses the Legal Secretary class to establish the compensation rates for other related classes. These classes include the Judicial Assistant III. The pay for the Judicial Assistant IV and the County Court Parking Magistrate are based on an internal relationship to the Judicial Assistant III. Consequently, the pay grades of the aforementioned classes need to be adjusted to maintain the established internal pay relationships. Additionally, CSA is abolishing the Administrative Hearings Technician class as Denver Department of Human Services does not use this class any longer.

**PAY GRADE CHANGES ONLY**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Present Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CC2317	Judicial Assistant III	616-C (\$37,742 - \$55,134)	617-C (\$39,463 - \$57,643)
CC2318	Judicial Assistant IV	618-L (\$39,232 - \$57,255)	619-L (\$41,014 - \$59,861)
CL1868	County Court Parking Magistrate	618-L (\$39,232 - \$57,255)	619-L (\$41,014 - \$59,861)

**ABOLISHMENT**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade</u></b>
CL1800	Administrative Hearings Technician	618-L

Per Career Service Rule 7-37 A – "If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board."

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

**Public Notice of Changes:**

The scheduled time for the public hearing is **Thursday, April 16, 2009 at 5:45 p.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday, April 15, 2009**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, April 14, 2009**.