

POSTING IS REQUIRED

Classification Notice No. 1388

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: June 20, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Crime Scene Investigator I (618-E), Crime Scene Investigator II (620-E) and Crime Scene Supervisor (623-E).

As part of the Denver Police Department's reorganization, the Police Chief asked the Office of Human Resources to create new classifications for the crime scene investigations unit of the crime lab. A new classification series, comprising three classifications is proposed: Crime Scene Investigator I, Crime Scene Investigator II, and Crime Scene Supervisor. These classifications will be responsible for collecting and preserving evidence at crime scenes

NEW CLASS

<u>Classification Title:</u>	<u>Job Code</u>	<u>Pay Grade & Range</u>
Crime Scene Investigator I	CE2825	618-E (\$42,512 – 62,068)
Crime Scene Investigator II	CE2826	620-E (\$46,468 – 67,843)
Crime Scene Supervisor	CE2827	623-E (\$53,103 – 77,530)

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 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.”

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 June 20, 2013 9:00 a.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Heather Britton heather.britton@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, June 19, 2013**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday June 18, 2013**.