

**POSTING IS REQUIRED**

**Classification Notice No. 1398**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: November 21, 2013  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Crime Scene Investigator II from 620-E to 621-E and Crime Scene Supervisor from 623-E to 627-E.**

As part of the Denver Police Department's reorganization and civilianization, the Police Chief asked the Office of Human Resources to create a new classification series for the crime scene investigations unit of the crime lab. These classifications are responsible for collecting and preserving evidence at crime scenes. Previously, these duties were performed by uniformed police officers.

This classification series was originally submitted to and approved by the Career Service Board in June 20, 2013. Pay ranges for the new classes was originally set using market data from comparable-sized and similarly structured national police crime labs. However, since the creation of the new class series, an additional analysis to include data from local police crime labs was conducted at the request of the Denver Police Department and was based on recruitment and retention issues identified by management. It is recommended to change the pay grade of the Crime Scene Investigator II from 620-E to 621-E and the Crime Scene Supervisor from 623-E to 627-E.

**PROPOSED PAY GRADE CHANGE**

<u>Job Code:</u> CE2826 CE2827	<u>Classification Title:</u> Crime Scene Investigator II Crime Scene Supervisor
<u>Current Pay Grade</u> 620-E (\$46,468 – 67,843) 623-E (\$53,103 – 77,530)	<u>Proposed Pay Grade</u> 621-E (\$48,582 – 70,930) 627-E (\$63,447 – 92,633)

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 December 5, 2013 5:00 p.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 Melissa Fisher [melissa.fisher@denvergov.org](mailto:melissa.fisher@denvergov.org), Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, December 4, 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday December 3, 2013**.