

**POSTING IS REQUIRED**

**Classification Notice No. 1418**

To: Agency Heads and Employees  
From: Natalie Landau, Deputy Director  
Date: September 17, 2014  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classification of Staff Attorney at pay grade 813-L (\$67,240 - \$107,584).**

The Office of Human Resources (OHR) received a request from the Career Service Hearings Office (CSHO) to evaluate a position that would be providing legal assistance to judicial officials. The position will provide legal research, drafting legal memorandums, reviewing cases and motions and ensuring that all interested parties are in compliance with CSHO standards. Due to the nature of work being performed necessitating a legal background, it was determined that an attorney classification would be appropriate. However, utilizing an existing Assistant City Attorney classification would not be appropriate due to the fact that they litigate cases on behalf of the City, write contracts and ordinances for City agencies and provide legal guidance to City employees. Therefore, a new classification of Staff Attorney is being created.

**NEW CLASS**

Classification Title  
Staff Attorney

Proposed Pay Grade & Range:  
813-L (\$67,240 – \$107,584)

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 October 9, 2014 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 Meredith Crème [meredith.creme@denvergov.org](mailto:meredith.creme@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, October 8, 2014**. 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 October 7, 2014**.