

**POSTING IS REQUIRED**

**Classification Notice No. 1530**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: October 6, 2016  
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 I from 618-E to 621-E, Crime Scene Investigator II from 621-E to 624-E, and Crime Scene Supervisor from 627-E to 628-E.**

The Denver Public Safety, Police Department, Forensic and Evidence Division requested this urgent study of the Crime Scene Investigator(CSI) I, Crime Scene Investigator(CSI) II and Crime Scene Supervisor classifications. In 2013, this division changed these positions from uniform to civilian positions with this new classification series. These classifications are responsible for collecting and preserving evidence at crime scenes. High turnover and difficulty to fill vacancies has proved to be challenging for these specialized positions.

**PAY GRADE CHANGE ONLY**

<b><u>Classification Title:</u></b>	<b><u>Current Pay Grade &amp; Range:</u></b>	<b><u>Proposed Pay Grade &amp; Range:</u></b>
Crime Scene Investigator I	618-E (\$44,081/\$54,220/\$64,358)	621-E (\$50,376/\$61,963/\$73,549)
Crime Scene Investigator II	621-E (\$50,376/\$61,963/\$73,549)	624-E (\$57,569/\$70,810/\$84,051)
Crime Scene Supervisor	627-E (\$65,790/\$80,922/\$96,053)	628-E (\$68,783/\$84,603/\$100,423)

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 20, 2016 at 9:00 AM** 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 Nicole de Gio-Keane [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Susan Keller [susan.keller@denvergov.org](mailto:susan.keller@denvergov.org) by 8:00 AM. on **Wednesday, October 19, 2016**. 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 Alisha Gronniger [alisha.gronniger@denvergov.org](mailto:alisha.gronniger@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, October 18, 2016**.