

**POSTING IS REQUIRED**

**Classification Notice No. 1531**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: October 20, 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 Economic Crime Specialist from 612-N to 613-N.**

The District Attorney's Office requested this study of the Economic Crime Specialist as the duties have expanded. The Economic Crime Specialist coordinates the complaint process for the Economic Crime Unit by conducting comprehensive complainant's interviews, collecting documentations and data from law enforcement, courts, banks, attorneys, governmental agencies, and makes recommendations to the DA for investigator follow-up. The position has changed and expanded in complexity to include investigatory duties such as following up on leads, conducting comprehensive background searches, contacting collateral agencies, identifying and locating suspects, Internet research and obtaining information from legal sources and from the public record. Additionally, the Economic Crime Specialist's write detailed case summaries for review and determination if a criminal investigation is warranted.

**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>
Economic Crime Specialist	612-N (\$34,127/\$41,976/\$49,825)	613-N (\$35,680/\$43,887/\$52,093)

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 November 3, 2016 at 5:00 PM** 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, November 2, 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, November 1, 2016**.