

POSTING IS REQUIRED

Classification Notice No. 1532

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 Victim Advocate from 616-A to 617-A.

The management of the District Attorney's Office requested a study of the Victim Advocate position. The Victim Advocate positions reside in the District Attorney's Office, City Attorney's Office and County Court. The Victim Advocate provides advocacy and assistance to the victims, witnesses and survivors of violent and nonviolent crimes and assists with court and prosecution trial preparation.

PAY GRADE CHANGE ONLY

<u>Classification Title:</u>	<u>Current Pay Grade & Range:</u>	<u>Proposed Pay Grade & Range:</u>
Victim Advocate	616-A (\$43,170/\$53,099/\$63,028)	617-A (\$45,134/\$55,515/\$65,896)

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 Office of Human Resources, in care of Susan Keller 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 at (720) 913-5650 no later than noon on **Tuesday, November 1, 2016**.