

POSTING IS REQUIRED

Classification Notice No. 1567

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: May 25, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Criminal Investigator Senior and Internal Affairs Investigator Senior. The proposed change also amends the Classification and Pay Plan by changing the title of Senior Criminal Investigator to Criminal Investigator Senior and Senior Criminal and Civil Investigator to Civil-Criminal Investigator Senior. The proposed change also amends the Classification & Pay Plan by abolishing the classifications of Civil and Criminal Investigator, Criminal Investigator, and Criminal Special Investigator.

The proposed new job classifications are a result of the District Attorney's Office request to revise their current Senior Criminal and Civil Investigator job specification to reflect their current duties and that DA Criminal Investigators are sworn officers. The following three department/agencies utilized the current job specification: Denver Sheriff Department Internal Affairs Division (DSD), Department of Human Services Fraud Division (DHS) and the District Attorney's Office.

Each of these three departments/agencies has for the most part unique investigator needs. Two new job specifications and one revised job specification have been prepared to meet these unique requirements. A new job specification for the Internal Affairs Investigators has been created for the Sheriff Department who only conducts administrative investigations. The current Senior Criminal and Civil Investigator has been revised to meet the needs of the DHS who conducts mostly civil investigations with some less complex criminal investigations. The job title for DHS has been revised to indicate that most of their investigations are civil cases, Civil-Criminal Investigator Senior. A new job specification, Criminal Investigator Senior, has been created for the DA's office that only conducts semi-complex to complex criminal investigations.

These new and revised job specifications will be very beneficial during the recruitment process ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are being compensated appropriate because they are assigned to the proper job classification.

NEW CLASSIFICATIONS

Proposed Classification Title

Criminal Investigator Senior
Internal Affairs Investigator Senior

Proposed Pay Grade

L-626 (\$32.30–\$39.74–\$47.16)
L-624 (\$29.55–\$36.34–\$43.14)

TITLE CHANGE ONLY

Current Classification Title

Senior Criminal Civil Investigator
Senior Criminal and Civil Investigator

Proposed Classification Title

Criminal Investigator Senior
Civil-Criminal Investigator Senior

ABOLISHMENTS

Classification Title

Civil and Criminal Investigator
Criminal Investigator
Criminal Special Investigator

Per Career Service Rule 7-37 A – "If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board, but use for longer than six months is contingent upon City Council approval."

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday, June 7, 2018 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 7, 2018**. 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, June 5, 2018**.