



POSTING IS REQUIRED

Classification Notice No. 1606

To: Agency Heads and Employees

From: Karen Niparko, Executive Director of the Office of Human Resources

Date: July 3, 2019

Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades for the following classes: Judicial Assistant I, Judicial Assistant II, Judicial Assistant III, and Judicial Assistant IV.

In April 2019, the Career Service Board approved the annual Pay Survey market analysis. One hundred four classifications were included in these recommendations. Since April 2009, the Judicial Assistants pay grades have had a relationship established with the Legal Secretary job classification. The Legal Secretary classification is proposed to move up by one grade to be aligned with the market. However, this relationship with the Legal Secretary classification was unknown to the current Compensation division staff and it was the Denver County Court that brought this longstanding relationship to the Compensation division’s attention.

This is a request to amend the 2019 Pay Survey market analysis to continue this relationship and add these classifications that were not included in the original list of approved individual pay grade adjustments. These classifications are proposed to receive an individual pay grade adjustment and the employees would receive the associated pay grade increase effective January 1, 2020. The Judicial Assistant classifications are used predominantly at the Denver County Court.

PAY GRADE CHANGE ONLY

Classification Title	Current Pay Grade	Proposed Pay Grade
Judicial Assistant I	C-613 (\$18.41 - \$22.65 - \$26.88)	C-614 (\$19.85 - \$24.42 - \$28.98)
Judicial Assistant II	C-615 (\$20.13 - \$24.76 - \$29.39)	C-616 (\$21.69 - \$26.68 - \$31.67)
Judicial Assistant III	C-617 (\$22.01 - \$27.07 - \$32.13)	C-618 (\$23.71 - \$29.17 - \$34.62)
Judicial Assistant IV	L-619 (\$24.50 - \$30.14 - \$35.77)	L-620 (\$26.25 - \$32.29 - \$38.33)

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

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Public Notice of Changes

The scheduled time for the public hearing is **Thursday, July 18, 2019 at 9:00 AM** in the Webb Municipal Building, 4th floor, Room 4.G.2, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, July 18, 2019**. 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, July 16, 2019**.