



POSTING IS REQUIRED

Classification Notice No. 1609

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 1, 2019
Subject: Proposed Changes to the Classification and Pay Plan (Amended)

The proposed change amends the Classification and Pay Plan by creating new classifications of Legal Administrator I at pay grade L-811, Legal Administrator II at pay grade L-813, and Legal Administrator III at pay grade L-814.

The City Attorney’s Office (CAO) is requesting that the Legal Administrator job classification be expanded. The main purpose of these new classifications is to address the different types of work these individuals are performing. The new classification series will also 1) provide promotional opportunities for Paralegal III candidates, which is currently a demotion from Paralegal III (L-623 - \$62,400 - \$76,752 - \$91,104) to Operational Supervisor I (A-808 - \$54,661 - \$71,060 - \$87,458), 2) provide professional growth opportunities for current staff, 3) move current Legal Administrators from General Administrative to Legal Occupational Group since these incumbents provide legal work, and 4) allow the current Operational Supervisors’ pay to grow commensurate with merit, longevity and level of responsibility.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CL3192	Legal Administrator I	L-811 (\$66,688 - \$86,695 - \$106,701)
CL3193	Legal Administrator II	L-813 (\$76,208 - \$99,071 - \$121,933)
CL3194	Legal Administrator III	L-814 (\$81,466 - \$105,906 - \$130,346)

ABOLISH JOB TITLE

<u>Job Code</u>	<u>Class Title</u>
CA0895	Legal Administrator

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on August 14, 2019. Please include a contact name and phone number so that we may respond directly.

Office of Human Resources
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202
p: 720.913.5751 | f: 720.913.5720
www.denvergov.org/humanresources