



POSTING IS REQUIRED

Classification Notice No. 1614

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 23, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades for the Collections Investigator and County Court Parking Magistrate job classifications.

Requesting to amend the 2019 Pay Survey market analysis as a result of the Judicial Assistant job classification series pay grades increasing. With the recent amendment approval (Classification Notice 1606) to increase the pay grades of the Judicial Assistant job classification series, this has caused the Collection Investigators pay grade to fall behind that of the Judicial Assistant II. Currently, there is no salary benchmark data for this classification and for the last six years, the pay grade for Collections Investigators has been above the pay grade of the Judicial Assistant II (C-616 - \$21.69 - \$26.68 - \$31.67), but not higher than the pay grade of the Judicial Assistant III (C-618 - \$23.71 - \$29.17 - \$34.62). Requesting to add the Collections Investigator job classification that was not included in the original list of approved individual pay grade adjustments.

Also requesting to amend the 2019 Pay Survey for the County Court Parking Magistrate whose current pay grade of L-619 has also fallen behind its established relationship with Judicial Assistant IV. The Judicial Assistant IV pay grade is increasing from L-619 to L-620. Requesting to add the County Court Parking Magistrate job classification that was not included in the original list of approved individual pay grade adjustments. The Denver County Court is the only agency that uses both the Collections Investigator and County Court Parking Magistrate job classifications.

It is requested that these changes be effective on the same day of the effective date of the Pay Survey individual pay grade adjustments that were approved on April 5, 2019, and all effective dates and pay impact benefits provided to all incumbents in impacted classes as provided in the 2019 Pay Survey. This includes the effective date, which is requested to be effective on January 1, 2020.

PAY GRADE CHANGE ONLY

Classification Title	Current Pay Grade/Range	Proposed Pay Grade/Range
Collection Investigator	N-616 (\$20.20 - \$24.85 - \$29.49)	N-618 (\$22.08 - \$27.16 - 32.24)
County Court Parking Magistrate	L-619 (\$25.11 - \$30.89 - \$36.66)	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.”

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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 **Thursday, September 5, 2019**. Please include a contact name and phone number so that we may respond directly.