



**POSTING IS REQUIRED**

**Classification Notice No. 1627**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** October 4, 2019  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification series for the Department of Safety – Pretrial Services Officer. The current associated classifications will be abolished.**

The Department of Safety, Community Corrections requested new classifications that better align with duties related to pretrial services provided prior to court proceedings. Five new classifications have been developed for Community Corrections. These new job specifications will be beneficial for the recruitment process ensuring that candidates are applying for the pretrial services career path. The current probation officer classification series will continue to be used throughout the city.

**NEW CLASSIFICATION(S)**

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CN3187	Pretrial Services Officer I	N-617 (\$21.12-\$25.98-\$30.84)
CN3188	Pretrial Services Officer II	N-620 (\$24.13-\$29.68-\$35.23)
CN3189	Pretrial Services Officer III	N-621 (\$25.23-\$31.04-\$36.84)
CN3190	Pretrial Services Officer IV	N-623 (\$27.58-\$33.93-\$40.27)
CN3191	Pretrial Services Supervisor	N-812 (\$65,594-\$85,272-\$104,950)

**CLASSIFICATION ABOLISHMENT(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>
CN1898	Probation Officer Electronic Monitoring	N-621 (\$25.23-\$31.04-\$36.84)
CN2375	Probation Officer Electronic Monitoring Lead	N-622 (\$26.38-\$32.45-\$38.51)

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, October 17, 2019 at 9:00 AM** in the Webb Municipal Building, 4<sup>th</sup> floor, Room 4.G.2, located at 201 West Colfax Avenue, Denver, CO 80202.

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Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 17, 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](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, October 15, 2019**.