



POSTING IS REQUIRED

Classification Notice No. 1644

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: March 27, 2020
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Chief Probation Officer and Deputy Chief Probation Officer Job Classifications for the Denver County Court Agency.

The Denver County Court is reorganizing the Probation Division structure by adding Chief Probation Officer and Deputy Chief Probation Officer positions, which aligns with all other judicial jurisdictions of similar size and scope in Colorado. Currently, no market data is available from salary surveys that the City participates in. A national custom salary survey was sent and based on the results, the recommendation is to assign the pay grade (A-817) to the Chief Probation Officer job classification under the General Administrative Occupational Group.

Currently, there is no incumbent for the Deputy Chief Probation Officer and no salary survey data was available. Market data was collected during the same national custom salary survey that was used for the Chief Probation Officer classification. Based on market data collected for the Deputy Chief Probation Officer, the recommendation is to assign the pay grade (A-814) to the Deputy Chief Probation Officer job classification also under the General Administrative Occupational Group.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CA3241	Chief Probation Officer	A-817 (\$99,649 – 129,544 – 159,438)
CA3242	Deputy Chief Probation Officer	A-814 (\$81,572 – 106,044 – 130,515)

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 **Thursday, April 9, 2020**. 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