



POSTING IS REQUIRED

Classification Notice No. 1645

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 03, 2020
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classifications of Forensic Director and Forensic Manager.

The Department of Safety, Denver Police Department, Forensic and Evidence Division requested OHR create two new classifications, Forensic Director and Forensic Manager. The Forensic Director classification directs the laboratory’s functional and operational groups, which includes development of annual and multi-year plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues and establishes management practices and processes that ensure the accomplishments of laboratory performance standards. The Forensic Manager classification manages personnel, functional and/or operational units(s) of the laboratory that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately.

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CE3265	Forensic Director	E-821 (\$116,707-\$151,719-\$186,731)
CE3266	Forensic Manager	E-819 (\$102,127-\$132,765-\$163,403)

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 16, 2020**. Please include a contact name and phone number so that we may respond directly.

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