



**POSTING IS REQUIRED**

**Classification Notice No. 1658**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** August 07, 2020  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Self-Represented Litigant Administrator and revising the Judicial Assistant I, II, III, and IV job specifications.**

The Judicial Assistant classifications were established in March 2008 and not been reviewed since their inception. This study involved four job classifications (Judicial Assistant I, II, III, and IV) encompassing 124 incumbents in two agencies, 117 employees in the DCC and 7 employees in the Department of Safety (DOS). The purpose of the study was to review the job duties Judicial Assistants are performing and to update job specifications as needed. The study also reviewed the pay grade structures to ensure that the Judicial Assistants pay grades were market competitive. Judicial Assistants completed Job Analysis Questionnaires that were used to update the Judicial Assistant I, II, III and IV job specifications. As a result, a new job classification is being created, Self-Represented Litigant Administrator, which are duties required by the Colorado Supreme Court.

**New Job Classification**

<u>Classification Title</u>	<u>Job Code</u>	<u>Proposed New Pay Grade/Range</u>
Self-Represented Litigant Administrator	CL3264	L-807 (\$51,066 – \$66,386 – \$81,706)

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 Notice of Changes**

The scheduled time for the public hearing is **Thursday, August 20, 2020 at 9:00 AM.** The public hearing starts at 9:00 AM and will be conducted through a provided conference call number and available digital link through public notice of the agenda, released no later than two days prior to the scheduled meeting.

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, August 20, 2020**. 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, August 18, 2020**.

**Office of Human Resources**  
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