



POSTING IS REQUIRED

Classification Notice No. 1686

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 10, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of County Court Marshal Chief and changing the pay grades of County Court Marshal and County Court Marshal Supervisor.

The Office of Human Resources Classification and Compensation Division has been working with the Denver County Court assisting in the reorganizational structure of the Denver County Court Marshals Division and pay grade changes:

- The **County Court Marshal** job classification will have revisions to its duties and accountabilities.
- The **County Court Marshal Supervisor** job classification will have revisions to its duties and accountabilities.
- A new job classification of **County Court Marshal Chief** is being proposed since the current duties and accountabilities of the County Court Marshal Supervisor have expanded beyond the supervisory function. The Chief will be responsible for administering and directing the operation of the Marshal’s Office by providing leadership and direction including defining the Office’s mission, vision, goals and objectives, staffing, initiatives, interests, and short- and long-term strategic plans. This also provides a career path for current supervisors.

REVISED CLASSIFICATION AND PAY GRADE/RANGE

<u>Job Code</u>	<u>Title</u>	<u>Current Grade</u>	<u>Proposed Grade/Range</u>
CN1866	County Court Marshal	NE-14 (\$24.85 – \$31.68 – \$38.51)	NE-18 (\$31.37 - \$39.99 - \$48.62)
CN1867	County Court Marshal Supervisor	EX-08 (\$56,725–\$75,161-\$93,597)	EX-11 (\$71,457 – 94,681 – 117,905)

NEW CLASSIFICATION

<u>Proposed Classification Code/Title</u>	<u>Proposed Grade/Range</u>
CN3323 County Court Marshal Chief	EX-14 (\$90,016 - \$119,271 - \$148,526)

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

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Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 23, 2021**. Please include a contact name and phone number so that we may respond directly.