



**POSTING IS REQUIRED**

**Classification Notice No. 1703**

**To:** Agency Heads and Employees  
**From:** Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors  
**Date:** December 23, 2021  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classifications of Correctional Services Specialist I, Correctional Services Specialist II, and Correctional Services Supervisor.**

The Department of Safety, Community Corrections Agency has requested new classifications related to court-ordered custody for the non-residential community-based program. It is anticipated that the need for these positions will expand significantly in the next few years.

**NEW CLASSIFICATION**

<b><u>Job Code</u></b>	<b><u>Proposed Classification Title</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CN3354	Correctional Services Specialist I	NE-11 (\$21.28-\$26.60-\$31.92)
CN3355	Correctional Services Specialist II	NE-13 (\$23.91-\$29.88-\$35.86)
CN3356	Correctional Services Supervisor	EX-07 (\$52,523-\$69,593-\$86,664)

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, January 06, 2022**. Please include a contact name and phone number so that we may respond directly.

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