

POSTING IS REQUIRED

Classification Notice No. 1718

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 08, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades of the Paralegal classification series.

The Office of Human Resources Classification and Compensation Division has been working with the City Attorney’s Office to address Paralegal turnover by conducting a pay grade review. Based on market data, Paralegal II’s and Paralegal III’s are lagging the market and it is proposed to increase their grades by three and two grades respectively. In addition, it is proposed to increase the Paralegal I’s pay grade by two grades to place it two grades below the Paralegal II’s pay grade, thus following our typical practice of two pay grade differences among classifications in a series.

PROPOSE NEW PAY GRADE/RANGES

<u>Current Classification Code Title</u>	<u>Current Pay Grade/Range</u>	<u>Proposed Pay Grade/Range</u>
CL2140 Paralegal I	NE-13 (\$24.38 - \$30.48 - \$36.57)	NE-15 (\$26.86 - \$34.25 - \$41.63)
CLO367 Paralegal II	NE-14 (\$25.34 - \$32.31 - \$39.28)	NE-17 (\$30.18 - \$38.48 - \$46.78)
CLO366 Paralegal III	NE-17 (\$30.18 - \$38.48 - \$46.78)	NE-19 (\$33.91 - \$43.24 - \$52.56)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, April 21, 2022 at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 21, 2022**. 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 at (720) 913-5650 no later than noon on **Tuesday, April 19, 2022**.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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 and 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.