



POSTING IS REQUIRED

Classification Notice No. 1738

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: September 23, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Court Division Manager.

The Office of Human Resources Classification and Compensation Division has been working with the Denver County Court to create a new classification, Court Division Manager. This classification will provide leadership over day-to-day operations of three court divisions to ensure critical business needs of customers, staff, judicial officers, and Court administration are met. The Court Division Manager will also determine development and implementation of division goals and objectives in collaboration with Court Administration and the Judicial Bench.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade/Range</u>
CA3380	Court Division Manager	EX-12 (\$78,178 - \$104,301 - \$129,885)

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, October 6, 2022**. Please include a contact name and phone number so that we may respond directly.

This notice was posted for 13 days from 09/23/22 date to 10/06/22 date with no comments or questions regarding the proposed change. Therefore, per the Class & Comp process, the request is submitted to the Executive Director of the Office of Human Resources for approval, as indicated by the signature above.

Office of Human Resources
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