



POSTING IS REQUIRED

Classification Notice No. 1760

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 3, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Probation Officer I-III, and Judicial Assistant II as well as changing the title and pay grade of Judicial Assistant III and IV.

At the request of Denver County Court, the Office of Human Resources Classification and Compensation Division conducted a pay study for the Probation Officer and Judicial Assistant classifications to ensure competitive pay ranges. Market data for Probation Officers and Judicial Assistants was obtained from a custom survey and published local survey data. This collective market data revealed that the Probation Officer classification series is lagging the market by one pay grade and that the pay grades for the Judicial Assistant classification series are market competitive. However, a comprehensive review of job duties performed by the Judicial Assistant III (NE-13) and the Paralegal I (NE-15) classifications was conducted, and it was found that their predominant duties are essentially the same yet executed in different job settings (law court versus law office). Therefore, it is proposed to align the Judicial Assistant III to the same pay grade as the Paralegal I at NE-15 and revise the classification title to Judicial Associate I and also revise the Judicial Assistant IV classification title to Judicial Associate II. The Judicial Associates would also be reassigned from the Clerical to the Legal Job Family.

PROPOSED PAY GRADE/RANGE

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Grade</u>	<u>Proposed Pay Grade/Pay Range</u>
CN2054	Probation Officer I	NE-11	NE-12 (\$23.48 – \$29.35 – \$35.22)
CN1829	Probation Officer II	NE-13	NE-14 (\$25.87 – \$32.99 – \$40.10)
CN2034	Probation Officer III	NE-15	NE-16 (\$29.07 – \$37.06 – \$45.06)
CC2316	Judicial Assistant II	NE-11	NE-12 (\$23.48 – \$29.35 – \$35.22)

PROPOSED CLASSIFICATION TITLE AND PAY GRADE CHANGE

<u>Current Classification Code/Title/Grade</u>	<u>Proposed Classification Code/Title/Grade/Pay Range</u>
CC2317 /Judicial Assistant III /NE-13	CL2317/ Judicial Associate I / NE-15 (\$27.43 – \$34.97 – \$42.52)
CL2318 /Judicial Assistant IV/NE-14	CL2318 / Judicial Associate II / NE-16 (\$29.07 – \$37.06 – \$45.06)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, March 16, 2023, 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, March 16, 2023**. Please include a contact name and phone number so that we may respond directly.

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If anyone wishes to be heard by the Board on this item, please call Cinthia Febres-Sutherlin at Cinthia.Febres-sutherlin@denvergov.org at 720-337-6447 no later than noon on **Tuesday, March 14, 2023**.

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.