



POSTING IS REQUIRED

Classification Notice No. 1763

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 10, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating one classification called Forensic Assistant.

At the request of the Department of Public Health and Environment, it is requested to create a new classification, Forensic Assistant. This new classification will be used in the Office of the Medical Examiner Division to support the division with transport and other operational support duties. The proposed pay grade is based on a pay relationship to other existing classes.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CE3426	Forensic Assistant	NE-10 (\$20.90-\$26.13-\$31.35)

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, March 23, 2023**. Please include a contact name and phone number so that we may respond directly.

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