



POSTING IS REQUIRED

Classification Notice No. 1772

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 5, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades of Pretrial Services Officer I-IV.

The Department of Safety’s Community Corrections Division requested a review of the pay grades for the Pretrial Services Officer classifications. The Community Corrections Pretrial Services Officer classifications are very similar to the Denver County Court Probation Officer series, and a pay relationship has been established for these two classifications. Pretrial Services Officers are responsible for clients prior to court, this includes electronic monitoring devices to provide twenty-four-hour monitoring along with interviewing, investigating, providing information and making recommendations, providing case management counseling, and referring clients under supervised release during the pre or post adjudication process. Probation Officers provide documents for the courts related to interviewing, investigating, intake/assessment, case planning, counseling and referring clients for probation and preparing pre-sentencing reports. Because the Pretrial Services Officer classification series performs work that is so similar in terms of the levels and types of duties performed by the Denver County Court Probation Officer series, and the Probation Officer classification series pay grades were recently increased by one pay grade, it is recommended to increase the Pretrial Services Officer classification series one pay grade.

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Pretrial Services Officer I	NE-11 (\$22.16-\$27.70-\$33.24)	NE-12 (\$23.48-\$29.35-\$35.22)
Pretrial Services Officer II	NE-13 (\$24.90-\$31.13-\$37.35)	NE-14 (\$25.87-\$32.99-\$40.10)
Pretrial Services Officer III	NE-14 (\$25.87-\$32.99-\$40.10)	NE-15 (\$27.43-\$34.98-\$42.52)
Pretrial Services Officer IV	NE-15 (\$27.43-\$34.98-\$42.52)	NE-16 (\$29.07-\$37.06-\$45.06)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, May 18, 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, May 18, 2023**. 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 Cinthia Febres-Sutherlin at Cinthia.Febres-sutherlin@denvergov.org at 720-337-6447 no later than noon on **Tuesday, May 16, 2023**.

Office of Human Resources
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202
p: 720.913.5751 | f: 720.913.5720
www.denvergov.org/humanresources



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.