



POSTING IS REQUIRED

Classification Notice No. 1804

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

The proposed change amends the Classification and Pay Plan by changing the pay grade of the Self-Represented Litigants Administrator.

Denver County Court has requested an analysis of certain pay grades and ranges to ensure competitive pay grades within court classifications. The identified classification is recommended to increase by one pay grade based on a pay relationship to the Business Operations Administrator (EX-07), a classification with comparable scope and level of responsibility used citywide.

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Self-Represented Litigants Administrator	EX-06 (\$50,647-67,107-83,568)	EX-07 (\$54,999-72,476-90,253)

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

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