



**POSTING IS REQUIRED**

**Classification Notice No. 1817**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** May 24, 2024  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Court Collections Coordinator.**

Denver County Court (DCC) has requested the Office of Human Resources (OHR) to create a new classification, Court Collections Coordinator. This classification will be responsible for coordinating the collection of court assessed fines and fees. It is proposed to assign this new classification a pay grade of NE-12 due to its similarity to a role within the Colorado Judicial Branch which performs comparable duties supporting the district court, and due to its duties being of a similar complexity to the DCC’s Judicial Assistant II job classification. This new classification would also enable future promotional opportunity for current employees within the DCC.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CN3482	Court Collections Coordinator	NE-12 (\$24.11-\$30.14-\$36.17)

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, June 6, 2024**. Please include a contact name and phone number so that we may respond directly.

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