



POSTING IS REQUIRED

Classification Notice No. 1833

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 4, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Legal Administrator I.

The Legal Administrator job series supervises paralegal and other legal support work by the three legal departments and agencies in the city: the City Attorney’s Office, the District Attorney’s Office, and the Office of the Municipal Public Defender. The pay grade of the Legal Administrator I is proposed to increase by one grade from EX-10 to EX-11 to ensure this classification’s pay grade is higher than the Paralegal III, which is the highest-level classification supervised by the Legal Administrator I.

PAY GRADE CHANGES

<u>Classification Job Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Legal Administrator I	EX-10 (\$70,765- \$93,764-\$116,762)	EX-11 (\$76,426-\$101,265-\$126,103)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, October 17, 2024, 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.

If anyone wishes to submit written comments to the Board on this proposal, please submit them by no later than **noon (12:00 p.m.) on Monday, October 14, 2024:**

Lori Smith, Executive Office Administrator
Office of Human Resources
(720) 337-6185
lori.smith@denvergov.org

If anyone wishes to be heard by the Board on this proposal, please submit your name and phone number by no later than **noon (12:00 p.m.) on Monday, October 14, 2024** to lori.smith@denvergov.org



If you have any questions about this proposal, please submit them in writing to lori.smith@denvergov.org by **noon (12 p.m.) on Wednesday, October 16, 2024**. Please include a contact name and phone number so that we may respond to your question directly.

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.