



POSTING IS REQUIRED

Classification Notice No. 1735

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 7, 2022
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating two classifications called Victim Advocate II and Victim Advocate Lead, revising the title of Victim Advocate to Victim Advocate I to encompass the duties of Victim Advocate and Victim Specialist, abolishing the Victim Specialist job classification, and changing the pay grade of the Victim Advocate I classification.

The Office of Human Resources Classification and Compensation Division was requested separately by both the City Attorney’s Office and the District Attorney’s Office to conduct a classification and pay study to ensure that the Victim Advocates’ pay grade ranges are appropriate due to a heightened increase in turnover. Market data for Victim Advocates was obtained to determine if there were pay differences among Victim Advocates assigned to other Police/Sheriff Departments, City/County Attorney Offices, and/or District Attorney Offices. The market data indicated that Victim Advocates in these three different types of jurisdictions are compensated similarly. Within the City and County of Denver, however, some differences in duties and levels of expertise exist among Victim Advocates within city agencies, including the Denver Police Department, City Attorney’s Office, District Attorney’s Office, and Denver County Court’s Probation Division. Therefore, it is proposed that a new classification of Victim Advocate Lead be created with the assigned pay grade of NE-15 to assist victim advocate supervisors, that a new classification of Victim Advocate II be created with the assigned pay grade of NE-14, and that the job title of Victim Advocate be revised to Victim Advocate I with a pay grade change to NE-13, that the duties of the Victim Specialist be incorporated into the Victim Advocate I classification, and that the Victim Specialist classification be abolished.

NEW CLASSIFICATIONS

<u>Classification Title</u>	<u>Pay Grade/Range</u>
Victim Advocate II	NE-14 (\$25.34 - \$32.31 - \$39.28)
Victim Advocate Lead	NE-15 (\$26.86 - \$34.25 - \$41.63)

CLASSIFICATION TITLE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Victim Advocate	Victim Advocate I

PAY GRADE CHANGE

<u>Classification Title</u>	<u>Current Pay Grade/Range</u>	<u>Proposed Pay Grade/Range</u>
Victim Advocate I	NE-12 (\$23.00 - \$28.75 - \$34.50)	NE-13 (\$24.38 - \$30.48 - \$36.57)

CLASSIFICATION ABOLISHMENT

<u>Current Classification Title</u>	<u>Current Pay Grade/Range</u>
Victim Specialist	NE-11 (\$21.70 - \$27.13 - \$32.55)

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Public Notice of Changes

The scheduled time for the public hearing is **Thursday, October 20, 2022, 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, October 20, 2022**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, October 18, 2022**.

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.