



POSTING IS REQUIRED

Classification Notice No. 1757

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 3, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the current job title from Legal Secretary to Legal Administrative Assistant.

The Office of Human Resources Classification and Compensation Division was requested by the City Attorney’s Office to modernize the Legal Secretary classification title. The District Attorney’s Office and the Office of Municipal Public Defenders are also in agreement with the requested title revision. Pay grades are not affected by this title revision.

NEW CLASSIFICATION TITLE

<u>Job Code</u>	<u>Current Job Title</u>	<u>Proposed Classification Title</u>
CC0271	Legal Secretary	Legal Administrative Assistant
DC1161	Legal Secretary	Legal Administrative Assistant

Public Notice of Changes

The scheduled time for the public hearing is **Tuesday, February 21, 2023, at 8:30 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 **Tuesday, February 21, 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 **Thursday, February 16, 2023**.

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.

Office of Human Resources
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