

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

***\*All fields must be completed.\****

*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: **October 13, 2014**

Please mark one:     **Bill Request**                      or             **Resolution Request**

**1. Has your agency submitted this request in the last 12 months?**

**Yes**                       **No**

**If yes, please explain:**

**2. Title: Approve classification notice #1418**

**3. Requesting Agency:**            Office of Human Resources

**4. Contact Person:** *(with actual knowledge of proposed ordinance)*

- **Name:** Seth Duhon-Thornton
- **Phone:** 720-913-5664
- **Email:** seth.duhon-thornton@denvergov.org

**5. Contact Person:** *(with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)*

- **Name:** Meredith Creme
- **Phone:** 720-913-5722
- **Email:** meredith.creme@denvergov.org

**6. General description of proposed ordinance including contract scope of work if applicable:**

The proposed change amends the Classification and Pay Plan by adding the classification of Law Clerk at pay grade 813-L (\$67,240 - \$107,584).

**7. Is there any controversy surrounding this ordinance? (groups or individuals who may have concerns about it?)**  
**Please explain.**

None known

**8. Budget Impact:**

None

**POSTING IS REQUIRED**

**Classification Notice No. 1418**

To: Agency Heads and Employees  
From: Natalie Landau, Deputy Director  
Date: September 17, 2014  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classification of Law Clerk at pay grade 813-L (\$67,240 - \$107,584).**

The Office of Human Resources (OHR) received a request from the Career Service Hearings Office (CSHO) to evaluate a position that would be providing legal assistance to judicial officials. The position will provide legal research, draft legal memorandums, review cases and motions and ensure that all interested parties are in compliance with CSHO standards. Due to the nature of work being performed necessitating a legal background, it was determined that an attorney classification would be appropriate. However, utilizing an existing Assistant City Attorney classification would not be appropriate due to the fact that they litigate cases on behalf of the City, write contracts and ordinances for City agencies and provide legal guidance to City employees. Therefore, a new classification of Law Clerk is being created.

**NEW CLASS**

Classification Title  
Law Clerk

Proposed Pay Grade & Range:  
813-L (\$67,240 – \$107,584)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, 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.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

**Public Notice of Changes:**

The scheduled time for the public hearing is **Thursday October 9, 2014 5:00 p.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Meredith Crème [meredith.creme@denvergov.org](mailto:meredith.creme@denvergov.org) Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, October 8, 2014**. 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday October 7, 2014**.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range:</u>
CL2889	Law Clerk	813-L (\$67,240 – \$107,584)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
3- None/Incidental	2 – Professionals	S- Sedentary	Exempt

Synopsis:

The Office of Human Resources (OHR) received a request from the Career Service Hearings Office (CSHO) to evaluate a position that would be providing legal assistance to judicial officials. The position will provide legal research, draft legal memorandums, review cases and motions and ensure that all interested parties are in compliance with CSHO standards. Due to the nature of work being performed necessitating a legal background, it was determined that an attorney classification would be appropriate. However, utilizing an existing Assistant City Attorney classification would not be appropriate due to the fact that they litigate cases on behalf of the City, write contracts and ordinances for City agencies and provide legal guidance to City employees. Therefore, a new classification of Law Clerk is being created.

Pay Rationale:

To determine the appropriate pay grade for the Law Clerk classification, OHR Based its recommendation on an internal relationship with the Assistant City Attorney – Entry classification at 813-L (\$67,240 – \$107,584). The primary reason is because both classifications require a law degree and no experience. Additionally, while employees in the ACA – Entry classification represent the City in routine legal cases, there are units within the City Attorney’s office where their predominant duties consist of writing ordinances and contracts which requires them to perform legal research, provide legal advice and draft memorandums similar to type and level of work performed by the Law Clerk.

Employee Impact:

None

Budget Impact:

No immediate impact

Organizational Data:

The Law Clerk will report directly to the Hearings Officer.

Proposed Effective Date:

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, 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”.