

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **11:00am on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **May 19, 2023**

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

**1. Type of Request:**

- Contract/Grant Agreement**     **Intergovernmental Agreement (IGA)**     **Rezoning/Text Amendment**
- Dedication/Vacation**             **Appropriation/Supplemental**             **DRMC Change**
- Other: Classification & Pay Plan Update**

**2. Title:** Approves Classification Notice #1772

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

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Susan O’Neill	Name: Susan O’Neill
Email: susan.oneill@denvergov.org	Email: susan.oneill@denvergov.org

**5. General description or background of proposed request. Attach executive summary if more space needed:**

The proposed change amends the Classification and Pay Plan by changing the pay grades of Pretrial Services Officer I-IV.

**6. City Attorney assigned to this request (if applicable):**

**7. City Council District:**

**8. \*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet\*\***

*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

## Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract?  Yes  No Is this an Amendment?  Yes  No If yes, how many? \_\_\_\_\_

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before?  Yes  No

Source of funds:

Is this contract subject to:  W/MBE  DBE  SBE  XO101  ACDBE  N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

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Date Entered: \_\_\_\_\_

**Classification Notice No. 1772**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** May 5, 2023  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grades of Pretrial Services Officer I-IV.**

The Department of Safety’s Community Corrections Division requested a review of the pay grades for the Pretrial Services Officer classifications. The Community Corrections Pretrial Services Officer classifications are very similar to the Denver County Court Probation Officer series, and a pay relationship has been established for these two classifications. Pretrial Services Officers are responsible for clients prior to court, this includes electronic monitoring devices to provide twenty-four-hour monitoring along with interviewing, investigating, providing information and making recommendations, providing case management counseling, and referring clients under supervised release during the pre or post adjudication process. Probation Officers provide documents for the courts related to interviewing, investigating, intake/assessment, case planning, counseling and referring clients for probation and preparing pre-sentencing reports. Because the Pretrial Services Officer classification series performs work that is so similar in terms of the levels and types of duties performed by the Denver County Court Probation Officer series, and the Probation Officer classification series pay grades were recently increased by one pay grade, it is recommended to increase the Pretrial Services Officer classification series one pay grade.

**PAY GRADE AND RANGE CHANGES**

<u>Current Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
Pretrial Services Officer I	NE-11 (\$22.16-\$27.70-\$33.24)	NE-12 (\$23.48-\$29.35-\$35.22)
Pretrial Services Officer II	NE-13 (\$24.90-\$31.13-\$37.35)	NE-14 (\$25.87-\$32.99-\$40.10)
Pretrial Services Officer III	NE-14 (\$25.87-\$32.99-\$40.10)	NE-15 (\$27.43-\$34.98-\$42.52)
Pretrial Services Officer IV	NE-15 (\$27.43-\$34.98-\$42.52)	NE-16 (\$29.07-\$37.06-\$45.06)

**Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, May 18, 2023, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1<sup>st</sup> 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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, May 18, 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-Sutherland at [Cinthia.Febres-sutherland@denvergov.org](mailto:Cinthia.Febres-sutherland@denvergov.org) at 720-337-6447 no later than noon on **Tuesday, May 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.

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