



**A bill for an ordinance amending the classification and pay plan for employees in the Career Service and for certain employees not in the Career Service.**

Amends the classification and pay plan by changing the current job title of Legal Secretary to Legal Administrative Assistant. The Committee approved filing this item at its meeting on 3-7-2023.

**Affected Council District(s) or citywide? Citywide**

**Executive Summary with Rationale and Impact:**

*Detailed description of the item and why we are doing it. This can be a separate attachment.*

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

**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 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) <<mailto: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-Sutherland at [Cinthia.Febres-sutherland@denvergov.org](mailto:Cinthia.Febres-sutherland@denvergov.org) <<mailto:Cinthia.Febres-sutherland@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.

**Type (choose one: Classification; Pay; Benefits; Rule Change; Other):  
Classification and Pay Plan**

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**