



Legislation Text

File #: 22-0474, Version: 2

**OHR/CSA Request Template**

**Submitted By:** Greg Thress

**Date Submitted:** 4-25-22

**Requesting Agency: Office of Human Resources  
Division:**

**Subject Matter Expert Name:** Greg Thress

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**Phone Number:**

**Item Title & Description:**

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**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 pay grades for the Paralegal classification series. The Committee approved filing this item at its meeting on 5-3-22.

**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 pay grades of the Paralegal classification series. The Office of Human Resources Classification and Compensation Division has been working with the City Attorney's Office to address Paralegal turnover by conducting a pay grade review. Based on market data, Paralegal II's and Paralegal III's are lagging the market and it is proposed to increase their grades by three and two grades respectively. In addition, it is proposed to increase the Paralegal I's pay grade by two grades to place it two grades below the Paralegal II's pay grade, thus following our typical practice of two pay grade differences among classifications in a series.

**Type (choose one: Classification; Pay; Benefits; Rule Change; Other):  
Classification, pay.**

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**