



Legislation Text

File #: 19-1157, Version: 1

**OHR/CSA Request Template**

**Date Submitted:** 10-17-19

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

**Subject Matter Expert Name:**

Name:	Susan O’Neill
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**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 creating a new classification series called Pretrial Services Officer and abolishes the current associated classifications. The Committee approved filing this bill by consent on 10-29-19.

**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.*

**POSTING IS REQUIRED**

**Classification Notice No. 1627**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** October 4, 2019  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification series for the Department of Safety - Pretrial Services Officer. The current associated classifications will be abolished.**

The Department of Safety, Community Corrections requested new classifications that better align with duties related to pretrial services provided prior to court proceedings. Five new classifications have been developed for Community Corrections. These new job specifications will be beneficial for the recruitment process ensuring that candidates are applying for the pretrial services career path. The current probation officer classification series will continue to be used throughout the city.

**NEW CLASSIFICATION(S)**

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CN3187	Pretrial Services Officer I	N-617 (\$21.12-\$25.98-\$30.84)
CN3188	Pretrial Services Officer II	N-620 (\$24.13-\$29.68-\$35.23)
CN3189	Pretrial Services Officer III	N-621 (\$25.23-\$31.04-\$36.84)
CN3190	Pretrial Services Officer IV	N-623 (\$27.58-\$33.93-\$40.27)
CN3191	Pretrial Services Supervisor	N-812 (\$65,594-\$85,272-\$104,950)

**CLASSIFICATION ABOLISHMENT(S)**

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade &amp; Range</u>
CN1898	Probation Officer Electronic Monitoring	N-621 (\$25.23-\$31.04-\$36.84)
CN2375	Probation Officer Electronic Monitoring Lead	N-622 (\$26.38-\$32.45-\$38.51)

Per Career Service Rule 7-37 A - "If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**