



## Legislation Details (With Text)

**File #:** 20-0877 **Version:** 1  
**Type:** Bill **Status:** Passed  
**File created:** 8/20/2020 **In control:** Finance & Governance Committee  
**On agenda:** 9/21/2020 **Final action:** 9/21/2020  
**Title:** 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 the new classification of Self-Represented Litigant Administrator and revising the Judicial Assistant I, II, III, and IV job specifications. The Committee approved filing this item on 9-1-20.

**Sponsors:**

**Indexes:** Zach Rothmier

**Code sections:**

**Attachments:** 1. BR20 0877 OHR Judicial Assistants, 2. CB20-0877- Self-Represented Litigant Administrator, 3. 20-0877 Filed Bill\_Self-Represented Litigant Administrator, 4. 20-0877 - signed, 5. 20-0877 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

Date	Ver.	Action By	Action	Result
9/22/2020	1	Mayor	signed	
9/21/2020	1	Council President	signed	
9/21/2020	1	City Council	placed upon final consideration and do pass	Pass
9/14/2020	1	City Council	ordered published	
9/1/2020	1	Finance & Governance Committee	approved by consent	

## OHR/CSA Request Template

**Date Submitted:** 8-20-20

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

**Subject Matter Expert Name:**

Name: Greg Thress

Email: Gregory.Thress@denvergov.org

### 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 the new classification of Self-Represented Litigant Administrator and revising the Judicial Assistant I, II, III, and IV job specifications. The Committee approved filing this item on 9-1-20.

**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 creating the new classification of Self-Represented Litigant Administrator and revising the Judicial Assistant I, II, III, and IV job specifications.**

The Judicial Assistant classifications were established in March 2008 and not been reviewed since their inception. This study involved four job classifications (Judicial Assistant I, II, III, and IV) encompassing 124 incumbents in two agencies, 117 employees in the DCC and 7 employees in the Department of Safety (DOS). The purpose of the study was to review the job duties Judicial Assistants are performing and to update job specifications as needed. The study also reviewed the pay grade structures to ensure that the Judicial Assistants pay grades were market competitive. Judicial Assistants completed Job Analysis Questionnaires that were used to update the Judicial Assistant I, II, III and IV job specifications. As a result, a new job classification is being created, Self-Represented Litigant Administrator, which are duties required by the Colorado Supreme Court.

#### **New Job Classification**

<b><u>Classification Title</u></b>	<b><u>Job Code</u></b>	<b><u>Proposed New Pay Grade/Range</u></b>
Self-Represented Litigant Administrator	CL3264	L-807 (\$51,066 - \$66,386 - \$81,706)

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):**

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**