



Legislation Text

File #: 19-0742, Version: 1

OHR/CSA Request Template

Date Submitted: 7-19-19

Requesting Agency: Office of Human Resources
Division:

Subject Matter Expert Name:

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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 changing the pay grades for Judicial Assistant I, Judicial Assistant II, Judicial Assistant III, and Judicial Assistant IV. The Committee approved filing this bill by consent on 7-30-19.

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.

The proposed change amends the Classification and Pay Plan by changing the pay grades for the following classes: Judicial Assistant I, Judicial Assistant II, Judicial Assistant III, and Judicial Assistant IV.

In April 2019, the Career Service Board approved the annual Pay Survey market analysis. One hundred four classifications were Included in these recommendations. Since April 2009, the Judicial Assistants pay grades have had a relationship established with the Legal Secretary job classification. The Legal Secretary classification is proposed to move up by one grade to be aligned with the market. However, this relationship with the Legal Secretary classification was unknown to the current Compensation division staff and it was the Denver County Court that brought this

longstanding relationship to the Compensation division's attention.

This is a request to amend the 2019 Pay Survey market analysis to continue this relationship and add these classifications that were not included in the original list of approved individual pay grade adjustments. These classifications are proposed to receive an individual pay grade adjustment and the employees would receive the associated pay grade increase effective January 1, 2020. The Judicial Assistant classifications are used predominantly at the Denver County Court.

PAY GRADE CHANGE ONLY

<u>Classification Title</u>	<u>Current Pay Grade</u>		<u>Proposed Pay Grade</u>	
Judicial Assistant I	C-613	(\$18.41 - \$22.65 - \$26.88)	C-614	(\$19.85 - \$24.42 - \$28.98)
Judicial Assistant II	C-615	(\$20.13 - \$24.76 - \$29.39)	C-616	(\$21.69 - \$26.68 - \$31.67)
Judicial Assistant III	C-617	(\$22.01 - \$27.07 - \$32.13)	C-618	(\$23.71 - \$29.17 - \$34.62)
Judicial Assistant IV	L-619	(\$24.50 - \$30.14 - \$35.77)	L-620	(\$26.25 - \$32.29 - \$38.33)

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?