



## Legislation Text

File #: 23-0665, Version: 1

### OHR/CSA Request Template

**Submitted By: Alex Marvin**

**Date Submitted: 5.29.2023**

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

**Subject Matter Expert Name: Susan O'Neill  
Email Address: susan.oneill@denvergov.org  
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 of Pretrial Services Officer I-IV. The Committee approved filing this item at its meeting on 5-30-2023.

**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 Department of Safety's Community Corrections Division requested a review of the pay grades for the Pretrial Services Officer classifications. The Community Corrections Pretrial Services Officer classifications are very similar to the Denver County Court Probation Officer series, and a pay relationship has been established for these two classifications. Pretrial Services Officers are responsible for clients prior to court, this includes electronic monitoring devices to provide twenty-four-hour monitoring along with interviewing, investigating, providing information and making recommendations, providing case management counseling, and referring clients under supervised release during the pre or post adjudication process. Probation Officers provide documents for the courts related to interviewing, investigating, intake/assessment, case planning, counseling and referring clients for probation and preparing pre-sentencing reports. Because the Pretrial Services Officer

classification series performs work that is so similar in terms of the levels and types of duties performed by the Denver County Court Probation Officer series, and the Probation Officer classification series pay grades were recently increased by one pay grade, it is recommended to increase the Pretrial Services Officer classification series one pay grade.

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

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**