

POSTING IS REQUIRED

Classification Notice No. 1288

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: December 30, 2008
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades of Staff Probation Officer from 615-N to 617-N, Associate Probation Officer from 617-N to 620-N, Senior Probation Officer from 620-N to 623-N, Electronic Monitoring Probation Officer from 618-N to 621-N, Probation Officer Supervisor from 810-N to 812-N, Diversion/Criminal Justice Officer from 617-N to 620-N and Diversion Officer Supervisor from 808-N to 810-N. Lastly, CSA is adding Electronic Monitoring Probation Officer – Lead and abolishing Electronic Monitoring Probation Officer Supervisor.

The Department of Safety's Division of Community Correction's Electronic Monitoring Program (EMP) requested the Career Service Authority to create a new class to meet their present work volume and the challenges currently facing the department. As a result a new class, Electronic Monitoring Probation Officer-Lead, was created. The new class is created to oversee the operational activities of a team of Electronic Monitoring Probation Officers assigned to one of four teams including Pretrial, Post Conviction, Alcohol or Field Work. This will reduce the span of control for the supervisor currently, at: 1 to 14. The lead position functions as a buffer between the supervisor and the reporting officers. The Denver County Court's Probation Office also submitted a request for the Career Service Authority to review pay for their Probation Officers. This study was conducted because of these requests.

**REVISED CLASS SPECIFICATIONS INCLUDING
PAY GRADE CHANGES**

<u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CN2054	Staff Probation Officer	615-N (\$36,724-\$53,595)	617-N (\$40,141-\$58,576)
CN1829	Associate Probation Officer	617-N (\$40,141-\$58,576)	620-N (\$45,874-\$66,951)
CN2034	Senior Probation Officer	620-N (\$45,874-\$66,951)	623-N (\$52,419-\$76,514)
CN1898	Electronic Monitoring Probation Officer	618-N (\$41,972-\$61,242)	621-N (\$47,959-\$69,993)
CN1997	Probation Officer Supervisor	810-N (\$52,419-\$83,640)	812-N (\$59,897-\$95,590)

PAY GRADE CHANGES ONLY

<u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
CN2163	Diversion/Criminal Justice Officer	617-N (\$40,141-\$58,576)	620-N (\$45,874-\$66,951)
CN2164	Diversion Officer Supervisor	808-N (\$45,874-\$73,181)	810-N (\$52,419-\$83,640)

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CN2375	Electronic Monitoring Probation Officer-Lead	622-N (\$50,140-\$73,181)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CN1899	Electronic Monitoring Officer Supervisor	621-N

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday, January 15, 2009 at 9:15 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, January 13, 2009**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, January 13, 2009**.