

**POSTING IS REQUIRED**

**Classification Notice No. 1292**

To: Agency Heads and Employees  
From: Jeff Dolan, Career Service Executive Personnel Director  
Date: February 4, 2009  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grades of County Court Marshal from 617-N to 619-N and County Court Marshal Supervisor from 808-N to 809-N.**

Denver County Court requested that Career Service Authority (CSA) revise the class specifications and conduct a pay analysis for the County Court Marshal and for the County Court Marshal Supervisor. Specifically, the request was made based on a change in the entrance requirements for the classifications that occurred in July 2007. In addition, the agency feels that employees in these classifications are not adequately compensated for the duties performed.

**REVISED CLASS SPECIFICATIONS INCLUDING  
PAY GRADE CHANGES**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Present Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
CN1866	County Court Marshal	617-N (\$40,141 - \$58,576)	619-N (\$43,887 - \$64,030)
CN1867	County Court Marshal Supervisor	808-N (\$45,874 - \$73,181)	809-N (\$49,038 - \$78,235)

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, February 19, 2009 at 5:45 p.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](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Tuesday, February 17, 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](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, February 17, 2009**.