

POSTING IS REQUIRED

Classification Notice No. 1294

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: February 12, 2009
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Entry Paralegal (616-L) to Paralegal I (618-L), Paralegal (619-L) to Paralegal II (620-L), Legal Research Assistant (621-L) to Paralegal III (623-L). CSA is also changing the pay grade of Legal Secretary from 616-C to 617-C, Investigative Legal Research Assistant from 622-L to 624-L, Appellate Legal Research Assistant from 623-L to 625-L and Hearings Reporter from 618-L to 619-L.

The Department of Law and the District Attorney's Office requested the Career Service Authority (CSA) to conduct a study of the current paralegal series in the CSA Classification plan. This includes pushing necessary updates on the current job specifications as well as conducting pay analysis. As a result, three new class titles including Paralegal I, II, and III, were created to replace the current titles as, Entry Paralegal, Paralegal, and Legal Research Assistant. Also, there was a request to review the current pay relationships between the Entry Paralegal and the Legal Secretary. In addition, there were some pay adjustments on the following classes: Investigative Legal Research Assistant, Appellate Legal Research Assistant, and Hearings Reporter.

**REVISED CLASS SPECIFICATIONS INCLUDING
TITLE AND PAY GRADE CHANGES**

<u>Present Classification Title</u>	<u>Proposed Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Entry Paralegal	Paralegal I	616-L (\$35,887-\$52,383)	618-L (\$39,232-\$57,255)
Paralegal	Paralegal II	619-L (\$41,014-\$59,861)	620-L (\$42,881-\$62,588)
Legal Research Assistant	Paralegal III	621-L (\$44,832-\$65,436)	623-L (\$49,001-\$71,520)

PAY GRADE CHANGES ONLY

<u>Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Legal Secretary	616-C (\$37,742-\$55,134)	617-C (\$39,463-\$57,643)
Investigative Legal Research Assistant	622-L (\$46,868-\$68,405)	624-L (\$51,231-\$74,780)
Appellate Legal Research Assistant	623-L (49,001-\$71,520)	625-L (\$54,758-\$79,941)
Hearings Reporter	618-L (39,232-\$57,255)	619-L (\$41,014-\$59,861)

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, March 5, 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, February 26, 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, March 3, 2009**.