



POSTING IS REQUIRED

Classification Notice No. 1753

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: January 27, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating one classification called Program Navigator.

The Office of Human Resources Classification and Compensation Division was requested by Denver County Court to create a new classification, Program Navigator. This classification will provide work assessing, counseling, monitoring, and providing case management through interviewing and investigating, case intake and planning, and referral of clients involved in the Denver County Court’s Diversion and/or Criminal Justice Programs. It is recommended to assign this new classification to pay grade NE-11 because its type and level of duties performed is similar to other closely related classifications within the city, including NE-11 Peer Navigator and NE-11 Outreach Case Coordinator.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade/Range</u>
CA3400	Program Navigator	NE-11 (\$21.70 – \$27.13 – \$32.55)

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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 9, 2023**. Please include a contact name and phone number so that we may respond directly.

Office of Human Resources
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202
p: 720.913.5751 | f: 720.913.5720
www.denvergov.org/humanresources