

POSTING IS REQUIRED

Classification Notice No. 1419

To: Agency Heads and Employees
From: Natalie Landau, Deputy Director
Date: September 17, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Lead National Crime Information Center Agent at pay grade 616-N (\$39,757 – 58,045).

It is proposed to create a new classification, Lead National Crime Information Center Agent, at pay grade 616-N. This is the result of a request by the Denver Police Department and the Chief of Police's multi-year efforts to civilianize administrative functions. One of the areas of focus is the National Crime Information Center (NCIC). This unit is responsible to enter and update records in state and national crime databases. With a unit reorganization beginning in 2015, there is a need to have dedicated lead workers to assist with overseeing unit operations.

NEW CLASS

<u>Classification Title</u> Lead National Crime Information Center Agent	<u>Proposed Pay Grade & Range:</u> 616-N (\$39,757 – 58,045)
---	---

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 changes to the classification and 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.”

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 October 9, 2014 5:00 p.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Meredith Crème meredith.creme@denvergov.org Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, October 8, 2014**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday October 7, 2014**.