

POSTING IS REQUIRED

Classification Notice No. 1561

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: March 22, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification called 911 Dispatch Support Specialist at pay grade N-618. The proposed change also amends the Classification and Pay Plan by changing the titles of various 911 Operations Center classifications to align with the new title of 911 Dispatch Support Specialist.

At the request of the Department of Safety, Denver 911 Operations Center, it is proposed to create a new classification, 911 Dispatch Support Specialist. This new classification will perform specialized support to the 911 Police Dispatcher and focus on the new alarm protocol, implement citizen call backs, provide clearance information through NCIC, CCIC and DMV related searches, contact additional resources to help resolve incidents; handle ROWE short tow logs and provide additional non-emergency applications. This position will provide call backup as needed for the 911 Emergency Communication Technician. This new classification performs duties that are more complex than the 911 Emergency Communication Technician and specialized from the 911 Police Dispatcher.

To align the job titles in the series it is recommended to change the current titles of the existing classifications: Emergency Communication Operator to 911 Emergency Communication Technician, Lead Emergency Communication Operator to 911 Lead Emergency Communication Technician, Police Dispatcher to 911 Police Dispatcher, Police Lead Dispatcher to 911 Lead Police Dispatcher, and Emergency Communication Supervisor to 911 Emergency Communication Supervisor. These new titles reflect current market practices.

NEW CLASS

<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
911 Dispatch Support Specialist	N-618 (\$21.59-\$26.56-\$31.52)

TITLE CHANGE

<u>Current Title</u>	<u>Proposed Title</u>
Emergency Communication Operator	911 Emergency Communication Technician
Lead Emergency Comm. Operator	911 Lead Emergency Communication Technician
Police Dispatcher	911 Police Dispatcher
Police Lead Dispatcher	911 Lead Police Dispatcher
Emergency Comm. Supervisor	911 Emergency Comm. Supervisor

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 Executive Director of the Office of Human Resources 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, April 5, 2018 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Wednesday, April 4, 2018**. 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, April 3, 2018**.