



**POSTING IS REQUIRED**

**Classification Notice No. 1586**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** February 22, 2019  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new classifications Law Enforcement Records Technician (N-617) and Law Enforcement Records Technician Lead (N-619).**

The Department of Safety, Sheriff, requested OHR create two new classifications for specialized duties that determine inmate release. The new Law Enforcement Records Technician classification processes records of inmates in the criminal justice system and ensures the lawful detention and release of inmates. The new Law Enforcement Records Technician Lead classification provides lead level responsibilities in the coordination and support of technical functions, duties, and assignments pertaining to the processing and maintenance of correction records.

**NEW CLASSIFICATIONS**

<b><u>Proposed Classification Title</u></b>	<b><u>Proposed Pay Grade</u></b>
Law Enforcement Records Technician	N-617 (\$21.12-\$25.98-\$30.84)
Law Enforcement Records Technician Lead	N-619 (\$23.08-\$28.39-\$33.70)

**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](mailto:compensation@denvergov.org) by 8:00 AM on **Wednesday, March 6, 2019**. 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](http://www.denvergov.org/humanresources)