



POSTING IS REQUIRED

Classification Notice No. 1597

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: June 7, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Civilian Report Technician (N-619).

The Department of Safety, Police, requested OHR create a new classification for specialized duties that respond to and investigate property crimes and vehicle crashes. The new Civilian Report Technician classification obtains information from the public to complete incident reports in situations which do not require a police officer to respond and investigates, collects evidence, issues citations (crashes), and prepares reports and documents.

NEW CLASSIFICATION

<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
Civilian Report Technician	N-619 (\$23.08-\$28.39-\$33.70)

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

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, June 20, 2019 at 9:00 AM** in the Webb Municipal Building, 4th floor, Room 4.G.2, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 20, 2019**. 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, June 18, 2019**.

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