



**POSTING IS REQUIRED**

**Classification Notice No. 1740**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 30, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Right of Way Enforcement Dispatcher at pay grade NE-09.**

Department of Transportation & Infrastructure (DOTI) requested a new classification to better describe dispatch duties used in the Right of Way Enforcement Division, called Right of Way Enforcement Dispatcher. These employees are currently classified as Administrative Support Assistant III's which does not capture the dispatching portion of their roles. Because of this, they also have a difficult time attracting the appropriate candidates for the role. This classification provides customer service in a contact center environment, by responding to a variety of citizen concerns regarding the public right way and dispatches the appropriate staff to handle these complaints.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CC3345	Right of Way Enforcement Dispatcher	NE-09 (\$19.31 - \$24.14 - \$28.97)

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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, October 13, 2022**. Please include a contact name and phone number so that we may respond directly.

This notice was posted for 13 days from 09/30/22 date to 10/13/22 date with no comments or questions regarding the proposed change. Therefore, per the Class & Comp process, the request is submitted to the Executive Director of the Office of Human Resources for approval, as indicated by the signature above.

**Office of Human Resources**  
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