



POSTING IS REQUIRED

Classification Notice No. 1749

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: October 14, 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 Civilian Report Technician Lead.

The Department of Safety requested a new classification, Civilian Report Technician Lead. The Denver Police Department currently has 32 employees in its Civilian Report Technician classification which responds to and investigates property crimes and vehicle crashes. The new Civilian Report Technician Lead classification will provide training, development, and review of the Technicians' reports. Following established practice, it is proposed to assign this Lead classification one pay grade above the Civilian Report Technician (NE-12) at NE-13.

NEW CLASSIFICATION

Proposed Classification Title

Civilian Report Technician Lead

Proposed Pay Grade/Range

NE-13 (\$24.38-\$30.48-\$36.57)

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 by 8:00 AM on **Thursday, October 27, 2022**. Please include a contact name and phone number so that we may respond directly.

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