



**POSTING IS REQUIRED**

**Classification Notice No. 1827**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** August 16, 2024  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new classifications of Utility Billing Specialist I, Utility Billing Specialist II and Utility Billing Specialist Lead, and abolishing Wastewater Data Technician.**

Department of Transportation and Infrastructure has requested OHR Classification and Compensation to create a new classification series which will centralize utility billing for Wastewater and Solid Waste. This classification series conducts evaluation and reviews of sanitary sewer, storm drainage, sidewalk, and solid waste billing accounts to ensure accuracy of records and charges to customers. Wastewater employees performing this work are classified as Wastewater Data Technicians (NE-09), while Solid Waste employees performing this work are classified as either Administrative Support Assistant III (NE-09) or Administrative Support Assistant IV (NE-10). Based on market data, it is proposed to create three new classifications: Utility Billing Specialist I (NE-09), Utility Billing Specialist II (NE-10), and Utility Billing Specialist Lead (NE-11), and it is proposed to abolish Wastewater Data Technician classification.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CV3488	Utility Billing Specialist I	NE-09 (\$20.26-\$25.32-\$30.39)
CV3489	Utility Billing Specialist II	NE-10 (\$21.47-\$26.84-\$32.21)
CV3490	Utility Billing Specialist Lead	NE-11 (\$22.76-\$28.45-\$34.14)

**ABOLISHMENT**

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade &amp; Range</u>
CV2361	Wastewater Data Technician	NE-09 (\$20.26-\$25.32-\$30.39)

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, August 29, 2024**. Please include a contact name and phone number so that we may respond directly.

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