



POSTING IS REQUIRED

Classification Notice No. 1852

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 14, 2025
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Accounting Technician III.

The Office of Human Resources conducted a review to identify job classifications that may be missing from a classification series; as a result, it is proposed to create an Accounting Technician III. Accounting Technicians perform clerical and technical level accounting activities including recordkeeping and reporting in support of accounts receivable, accounts payable, payroll, permits and licensing, and revenue and cash management. The Accounting Technician III classification performs advanced technical accounting support and adds to the existing series of Accounting Technician I (pay grade NE-08) and Accounting Technician II (pay grade NE-09). Based on market data and the structure of the existing series, pay grade NE-10 is recommended to maintain alignment.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CV3506	Accounting Technician III	NE-10 (\$22.01-\$27.51-\$33.02)

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, February 27, 2025**. Please include a contact name and phone number so that we may respond directly.