



POSTING IS REQUIRED

Classification Notice No. 1874

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: August 22, 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 Licensing Technician III.

The Department of Excise and License has requested that the Office of Human Resources create a new classification to be added to the Licensing Technician series, Licensing Technician III. This new classification will perform advanced level assessment and processing of complex or unusual license applications and will expand career growth opportunities within this series. The proposed pay grade maintains internal alignment with the compliance focused NE-12 Business License Inspector II classification and builds upon the customer service focused NE-10 and NE-11 Licensing Technician I and II classifications to represent the highest level in this series.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CC3569	Licensing Technician III	NE-12 (\$24.71-\$30.89-\$37.07)

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, September 4, 2025**. Please include a contact name and phone number so that we may respond directly.