



**POSTING IS REQUIRED**

**Classification Notice No. 1872**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** August 1, 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 911 Non-Emergency Communication Technician.**

The Department of Safety, 911 Emergency Communications Agency has requested a new classification, 911 Non-Emergency Communication Technician. This classification will perform full performance non-emergency telephone assistance and comprehensive customer service to individuals who are calling the non-emergency line for police services or other customer requests for information regarding services and procedures. It is recommended to align the pay grade similar to other city customer service agent classifications.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CN3560	911 Non-Emergency Communication Technician	NE-09 (\$20.76-\$25.95-\$31.14)

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 14, 2025**. Please include a contact name and phone number so that we may respond directly.