

POSTING IS REQUIRED

Classification Notice No. 1419

To: Agency Heads and Employees
From: Natalie Landau, Deputy Director
Date: September 17, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Lead National Crime Information Center Agent at pay grade 616-N (\$39,757 – \$58,045).

It is proposed to create a new classification, Lead National Crime Information Center Agent, at pay grade 616-N. This is the result of a request by the Denver Police Department and the Chief of Police's multi-year efforts to civilianize administrative functions. One of the areas of focus is the National Crime Information Center (NCIC). This unit is responsible to enter and update records in state and national crime databases. With a unit reorganization beginning in 2015, there is a need to have dedicated lead workers to assist with overseeing unit operations.

NEW CLASS

Classification Title

Lead National Crime Information Center Agent

Proposed Pay Grade & Range:

616-N (\$39,757 – \$58,045)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday October 9, 2014 5:00 p.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Meredith Crème meredith.creme@denvergov.org Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, October 8, 2014**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday October 7, 2014**.

NEW CLASSIFICATION

Job Code: Classification Title:
CN2890 Lead National Crime Information Center Agent

Pay Grade:
616-N (\$39,757 – \$58,045)

Supervisory Level: EEO Code: Medical Group:
2 – Leadworker 4 – Protective Service Sedentary

FLSA:
Non-Exempt

Synopsis:
It is proposed to create a new classification, Lead National Crime Information Center Agent, at pay grade 616-N. This is the result of a request by the Denver Police Department and the Chief of Police's multi-year efforts to civilianize administrative functions. One of the areas of focus is the National Crime Information Center (NCIC). This unit is responsible to enter and update records in state and national crime databases. With a unit reorganization beginning in 2015, there is a need to have dedicated lead workers to assist with overseeing unit operations.

Pay Rationale:
The Lead National Crime Information Center (NCIC) Agent is proposed to be a new classification. The Lead NCIC Agent will be part of a classification series with the National Crime Information Center (NCIC) Agent, pay grade is 615-N. The Lead NCIC Agent will perform permanently- assigned leadwork over employees in the NCIC Agent classification. In addition, it will provide a promotional opportunity to NCIC Agents. The existing compensation practice is to pay a leadworker one pay grade above the level over which it is performing lead work. Based on this practice, it is recommended to set the pay grade for the Lead NCIC Agent at 616-N.

Employee Impact:
There is no employee impact. This is a new classification.

Budget Impact:
Because this is a new classification, there is no budget impact.

Organizational Data:
The Lead NCIC Agents report to supervisors within the unit. Those supervisors report to a manager, who reports to a Commander, who reports to a Deputy Chief, who reports to the Chief of Police.

Effective Date Rule:
Rule 7-37) A
If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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 and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.