

POSTING IS REQUIRED

Classification Notice No. 1382

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 21, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Terminal Operations Officer (621-A), Airport Operations Officer–Airfield and Ramp Tower (621-A), Airport Operations Supervisor (812-A), and Terminal Operations Supervisor (812-A). Also, revising the job specification and pay grade change for Ramp Tower Supervisor from 622-A to 810-A. Additionally, the proposal changes the pay grade for Aviation Operations Representative from 613-A to 615A and Aviation Operations Representative Supervisor from 806-A to 807-A. The proposal also changes the Job Code from CN2485 to CA2810 for Aviation Emergency Dispatcher and Pay Grade from 615-N to 615-A. Finally, the proposed change amends the Classification and Pay Plan by abolishing the classes of Assistant Aviation Operations Manager and Aviation Operations Manager.

A classification maintenance study was performed on Airfield, Ramp Tower, Terminal and Communication Center positions of the Operations Division of Denver International Airport. The purpose of the study was to accurately reflect the current duties of positions in new or modified class specifications and then compare those positions to airport market survey data and establish appropriate pay levels.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CA2804	Terminal Operations Officer	621-A \$51,866-\$75,724
CA2805	Airport Operations Officer- Airfield and Ramp Tower	621-A \$51,866-\$75,724
CA2806	Airport Operations Supervisor	812-A \$64,777-\$103,643
CA2807	Terminal Operations Supervisor	812-A \$64,777-\$103,643

REVISED CLASSIFICATION AND PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>
CA2184	Ramp Tower Supervisor

<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
622-A \$54,226-\$79,170	810-A \$56,685-\$90,696

PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>
CA2486	Aviation Operations Representative
CA2487	Aviation Operations Representative Supervisor

<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
613-A \$36,333-\$53,046	615-A \$39,714-\$57,982
806-A \$43,406-\$69,450	807-A \$46,401-\$74,242

JOB CODE AND PAY GRADE CHANGE

Current	Proposed	
<u>Job Code</u>	<u>Job Code</u>	<u>Classification Title</u>
CN2485	CA2810	Aviation Emergency Dispatcher
<u>Present Pay Grade</u>		<u>Proposed Pay Grade</u>
615-N \$37,866-\$55,284		615-A \$39,714-\$57,982

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>
CA0707	Aviation Operations Manager
CA0674	Assistant Aviation Operations Manager

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 Office of Human Resources 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 April 4, 2013 5:00 pm.** 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 Heather Britton heather.britton@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, April 3, 2013.** 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, April 2, 2013.**