

POSTING IS REQUIRED

Classification Notice No. 1393

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: August 22, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Aviation Security Agent (613-C) and Senior Aviation Security Agent (614-C).

OHR is recommending the creation of the classes of Aviation Security Agent and Senior Aviation Security Agent to replace the generic classes of Administrative Support Assistant IV and Administrative Support Assistant V in the Security section at Denver International Airport. The new classes are more accurate in describing the work of the positions and establish better criteria for recruitment and selection.

Aviation Security Agents and Senior Aviation Security Agents perform frontline customer service functions to airport employees. They process over 50,000 annual requests for airport ID badges, driver permits, and other secure access badges from air carriers, tenants, concessionaires, contractors, federal and airport employees.

NEW CLASS

<u>Classification Title:</u>	<u>Pay Grade & Range</u>	<u>Job Code</u>
Aviation Security Agent	613-C \$34,357-\$50,161	CC2852
Senior Aviation Security Agent	614-C \$35,920-\$52,443	CC2853

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 September 5, 2013 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 Melissa Fisher melissa.fisher@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, September 4, 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 September 3, 2013**.