

**POSTING IS REQUIRED**

**Classification Notice No. 1412**

To: Agency Heads and Employees  
From: Natalie Landau, Deputy Director  
Date: July 24, 2014  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the FLSA status from non-exempt to exempt for the Aviation Noise Abatement Officer classification, as well as changing the pay grade from 623-E to 811-E.**

The management at Denver International Airport (DIA) recently requested a review of the Fair Labor Standards Act (FLSA) exemption status for one of the classifications designated for use at DIA only titled Aviation Noise Abatement Officer. The Office of Human Resources requested a legal review of the exemption status from the City Attorney's Office. During the review it was determined that the work performed by employees in this classification is legal and regulatory compliance and they exercise sufficient discretion and independent judgment to meet the FLSA administrative exemption. Changing the exemption status requires changing the pay grade from the current non-exempt pay grade of 626-E to the proposed exempt pay grade of 811-E.

**Change in FLSA status and pay grade**

Classification Title:  
Aviation Noise Abatement Officer

Current Pay Grade:  
626-E (\$61,443 – 89,707)

Proposed Pay Grade:  
811-E (\$57,464 – 91,942)

Current FLSA:  
Non-Exempt

Proposed FLSA:  
Exempt

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 August 7, 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](mailto:meredith.creme@denvergov.org) Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, August 6, 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday August 5, 2014**.

