

POSTING IS REQUIRED

Classification Notice No. 1510

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: September 3, 2015
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Airport Communications Center Specialist, pay grade 616-A. We are also changing the titles of Aviation Emergency Dispatcher and Aviation Operations Representative to Airport Emergency Dispatcher and Airport Operations Representative. Lastly, we are changing to title of Aviation Operations Representative Supervisor to Airport Operations Representative Supervisor.

It is proposed to create a new classification, Airport Communications Center Specialist, at pay grade 616-A. This is the result of a request by Denver International Airport to support a flexible work environment at their communications center. This new class will allow staff to gain additional skills, cross-train, and provide career opportunities while being able to effectively respond a variety of routine and emergency situations handled through the communications center.

It is also proposed to change the titles other classes in this series to better describe the work performed by the unit. The titles of Aviation Emergency Dispatcher and Aviation Operations Representative are proposed to be changed to Airport Emergency Dispatcher and Airport Operations Representative, who are lower level classifications that would become a progressive class series to the new class and would perform leadwork over these classes. It is also proposed to change the titles of the Aviation Operations Representative Supervisor to Airport Communications Center Supervisor, who is the supervisor of this unit.

NEW CLASS

Proposed Classification Title:

Airport Communications Center Specialist

Proposed Pay Grade & Range

616-A (\$43,170 – 63,028)

REVISED CLASS SPECIFICATIONS INCLUDING TITLE CHANGES

Job Code:

CA2810
CA2486
CA2487

Current Classification Title:

Aviation Emergency Dispatcher
Aviation Operations Representative
Aviation Operations Representative Supervisor

Proposed Classification Title

Airport Emergency Dispatcher
Airport Operations Representative
Airport Operations Representative Supervisor

Pay Grade & Range:

615-A (\$41,291 – 60,285)
615-A (\$41,291 – 60,285)
807-A (\$48,244 – 77,190)

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 17 at 9:00 a.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 Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, September 16, 2015**. 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 15, 2015**.