

POSTING IS REQUIRED

Classification Notice No. 1527

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: September 22, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Landside Service Supervisor from 807-N to 808-N.

The Office of Human Resources (OHR) was contacted by Denver International Airport to review the pay grade and classification of Landside Service Supervisor as part of the recent Fair Labor Standards Act compliance project conducted by OHR, and which was approved in September 2016. This classification is currently slated to move from its current exempt pay grade, 807-N, to a non-exempt pay grade, 620-N. It is proposed to change the pay grade for the Landside Service Supervisor from 807-N to 808-N, based upon a review of the duties of this classification, which includes performing analytical, emergency coordination, contract compliance, and first line supervision duties over landside services staff.

PAY GRADE CHANGE ONLY

Classification Title:

Landside Service Supervisor

Current Pay Grade:

807-N (\$45,556/\$59,236/\$72,906)

Proposed Pay Grade

808-N (\$48,710/\$63,323/\$77,936)

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 6, 2016 at 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 Nicole de Gio-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Thursday, October 6, 2016**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, October 4, 2016**.