



**POSTING IS REQUIRED**

**Classification Notice No. 1599**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** June 7, 2019  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new classifications Airport Commercial Administrator (A-813), Airport Commercial Manager (A-815), Airport Commercial Administrator Senior (A-815), and Airport Commercial Director (A-818).**

As part of ongoing maintenance by the Office of Human Resources (OHR), Denver International Airport has been working with OHR Classification and Compensation over the last year to establish classifications that will better define positions currently in titles used citywide to better align with market titles for specific positions. These new classifications will mitigate recruitment challenges in describing essential duties and minimum qualifications appropriately, retention challenges, and ensure competitive compensation to similar positions in the marketplace.

**NEW CLASSIFICATIONS**

<b><u>Proposed Classification Title</u></b>	<b><u>Proposed Pay Grade</u></b>
Airport Commercial Administrator	A-813 (\$76,307 - \$99,199 - \$122,091)
Airport Commercial Manager	A-815 (\$87,200 - \$113,360 - \$139,520)
Airport Commercial Administrator Senior	A-815 (\$87,200 - \$113,360 - \$139,520)
Airport Commercial Director	A-818 (\$106,525 - \$138,483 - \$170,440)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, June 20, 2019**. Please include a contact name and phone number so that we may respond directly.

**Office of Human Resources**  
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