



POSTING IS REQUIRED

Classification Notice No. 1697

To: Agency Heads and Employees
From: Rory McLuster & Cindy Bishop, Co-Interim OHR Executive Directors
Date: October 29, 2021
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Maintenance Administration Supervisor (CJ3358).

The OHR Classification and Compensation Division has been working with the Denver International Airport (DEN) in creating a new classification of Maintenance Administration Supervisor that will be responsible for performing supervision and overseeing the maintenance administration staff, in managing, planning and scheduling maintenance workflow process and coordinating function maintenance support programs.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Proposed Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3358	Maintenance Administration Supervisor	EX-10 – (66,164 – 87,667.50 – 109,171)

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 by 8:00 AM on **Thursday, November 11, 2021**. Please include a contact name and phone number so that we may respond directly.

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