



POSTING IS REQUIRED

Classification Notice No. 1809

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 8, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the job title of Airport Operations Officer Airfield and Ramp Tower to Airfield Operations Officer.

Denver International Airport has requested to separate the Airport Operations Officer Airfield and Ramp Tower (NE-17) into two separate classifications. Historically the employees in this classification would rotate every two weeks between the airfield and ramp tower but this is no longer the airport’s practice. The Airport Operations Officer Airfield and Ramp Tower is proposed to change title to Airfield Operations Officer (NE-17) to capture the current classification’s duties specific to the airfield. This title change will provide clarity and distinction between these two types of positions and will better capture the specific duties performed by incumbents working on the airfield. Additionally, the classification specification will be updated to better describe the duties of this classification. A separate classification of Ramp Tower Controller will be created concurrently to capture the duties and responsibilities of employees in the ramp tower. The Ramp Tower Controller controls the movement of aircraft and serves as focal point for the safe, efficient, and expeditious flow of aircraft traffic. The Airfield Operations Officer identifies and coordinates corrective action for non-movement area abnormalities such as construction activities, aircraft conflicts, and aircraft emergencies.

JOB TITLE CHANGES

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
Airport Operations Officer Airfield and Ramp Tower	Airfield Operations Officer	NE-17 (\$31.65-\$40.36-\$49.06)

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, March 21, 2024**. Please include a contact name and phone number so that we may respond directly.

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