



**POSTING IS REQUIRED**

**Classification Notice No. 1810**

**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 creating a new classification of Ramp Tower Controller.**

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. It is proposed to create the Ramp Tower Controller (NE-17) to capture the current classification’s duties specific to the ramp tower. This new classification will provide clarity and distinction between these two types of positions and better describe the specific duties of incumbents working in the ramp tower. The current Airport Operations Officer Airfield and Ramp Tower is concurrently proposed to change title to simply Airfield Operations Officer (NE-17). The Ramp Tower Controller classification 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.

**NEW CLASSIFICATION**

<u>Job Code &amp; Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CA3478 Ramp Tower Controller	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](mailto: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.

**Office of Human Resources**  
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