



**POSTING IS REQUIRED**

**Classification Notice No. 1836**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** October 4, 2024  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grades of Airport Communications Center Supervisor, Airport Operations Supervisor, Ramp Tower Supervisor, and Terminal Operations Supervisor.**

Denver International Airport has requested to change its airport operations first line supervisor classifications from exempt to non-exempt. These four first line supervisors' classifications are required to work in a 24/7 shift environment 365 days a year. These four job classifications are used only by Denver International Airport. This change will not impact any other job classifications. It is proposed to align these job classifications' pay grades to the nearest non-exempt pay grade based on a comparison of midpoints.

**PAY GRADE CHANGES**

<b><u>Classification Job Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>	<b><u>Proposed Pay Grade &amp; Range</u></b>
Airport Communications Center Supervisor	EX-11 (\$76,426-\$101,265-\$126,103)	NE-20 (\$37.69-\$48.06-\$58.42)
Airport Operations Supervisor	EX-11 (\$76,426-\$101,265-\$126,103)	NE-20 (\$37.69-\$48.06-\$58.42)
Ramp Tower Supervisor	EX-11 (\$76,426-\$101,265-\$126,103)	NE-20 (\$37.69-\$48.06-\$58.42)
Terminal Operations Supervisor	EX-11 (\$76,426-\$101,265-\$126,103)	NE-20 (\$37.69-\$48.06-\$58.42)

**Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, October 17, 2024, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1<sup>st</sup> floor, located at 201 West Colfax Avenue, Denver, CO 80202.

If anyone wishes to submit written comments to the Board on this proposal, please submit them by no later than **noon (12:00 p.m.) on Monday, October 14, 2024:**

Lori Smith, Executive Office Administrator  
Office of Human Resources  
(720) 337-6185  
lori.smith@denvergov.org

If anyone wishes to be heard by the Board on this proposal, please submit your name and phone number

**Office of Human Resources**  
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202  
p: 720.913.5751 | f: 720.913.5720  
www.denvergov.org/humanresources

**311 | DENVERGOV.ORG | DENVER 8 TV**



by no later than **noon (12:00 p.m.) on Monday, October 14, 2024** to [lori.smith@denvergov.org](mailto:lori.smith@denvergov.org)

If you have any questions about this proposal, please submit them in writing to [lori.smith@denvergov.org](mailto:lori.smith@denvergov.org) by **noon (12 p.m.) on Wednesday, October 16, 2024**. Please include a contact name and phone number so that we may respond to your question directly.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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. Provisional classifications resulting from changes to the classification and 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.