



**POSTING IS REQUIRED**

**Classification Notice No. 1866**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 4, 2025  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating a new classification of Airport Conveyance Systems Administrator.**

Denver International Airport has requested the Office of Human Resources to create an Airport Conveyance Systems Administrator classification. This classification requires a unique array of technical and administrative experience and skills for which the airport has had a sustained challenge recruiting. This classification will manage 350+ passenger conveyance systems and elevators, baggage handling systems, passenger train systems, system upgrade projects, and the compliance, maintenance, and repair work performed by a variety of contractors. Based on market data, a pay grade of EX-14 is recommended.

**NEW CLASSIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CX3556	Airport Conveyance Systems Administrator	EX-14 (\$98,682-\$130,754-\$162,826)

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, July 17, 2025**. Please include a contact name and phone number so that we may respond directly.