



POSTING IS REQUIRED

Classification Notice No. 1886

To: Agency Heads and Employees  
From: Kathy Nesbitt, Executive Director of the Office of Human Resources  
Date: February 13, 2026  
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Landside Operation Service Agent and Landside Operation Service Supervisor.

Denver International Airport has requested that the Office of Human Resources create two new classifications that better align Landside Operations responsible for oversight of Lost and Found and the Employee Parking Offices and will replace the current classifications. The Landside Operation Service Agent classification will have oversight of the Lost and Found and Employee Parking Offices, with a focus on customer service and operational needs of those two offices, billing, receipting, and shipping. The Landside Operation Service Supervisor will oversee and be responsible for the operations of the Lost and Found and Employee Parking Office and supervises the Landside Operation Service Agents. The proposed pay grades are NE-11 for the Landside Operation Service Agent classification and NE-14 for the Landside Operation Service Supervisor classification; both recommended pay grades are based on internal equity to other DEN classifications.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade &amp; Range</u>
CC3585	Landside Operation Service Agent	NE-11 (\$23.89-\$29.86-\$35.84)
CC3586	Landside Operation Service Supervisor	NE-14 (\$27.89-\$35.56-\$43.23)

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, February 26, 2026. Please include a contact name and phone number so that we may respond directly.