



POSTING IS REQUIRED

Classification Notice No. 1887

To: Agency Heads and Employees  
From: Kathy Nesbitt, Executive Director of the Office of Human Resources  
Date: February 27, 2026  
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Airport Security Operations Administrator, Airport Security Operations Associate and Airport Business Operations Associate.

Denver International Airport has requested that the Office of Human Resources create three new classifications to be added to the Airport Operations division that will better align the duties and responsibilities of the classifications and replace the generic classifications (Business Operations Administrator and Administrator II) currently utilized that do not accurately reflect the duties at Denver International Airport.

The first is the Airport Security Operations Administrator is unique to Denver International Airport performing professional work to procure, evaluate proposals, select bidder, administer the security contracts performance and monitors for compliance for Denver International Airport.

The second is the Airport Security Operations Associate performs full performance administrative support work planning and overseeing Airport Operations programs and functions at DEN that serves as a liaison to facilitate communication between various sections and divisions at the airport while serving as a technical advisor.

The third is the Airport Business Operations Associate performs full performance professional work maintain operational and/or administrative programs within Airport Operations including budgets and other functions, acting as a liaison, and serving as a technical advisor to support the core goals and objectives of Airport Operations.

The proposed pay grades will be NE-16 for the Airport Security Operations Associate and the Airport Business Operations Associate and pay grade EX-12 for the Airport Security Operations Administrator which 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>
CX3588	Airport Security Operations Administrator	EX-12 (\$86,634-\$114,790-\$142,947)
CX3589	Airport Security Operations Associate	NE-16 (\$31.33-\$39.95-\$48.56)
CX3590	Airport Business Operations Associate	NE-16 (\$31.33-\$39.95-\$48.56)

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.”

**Office of Human Resources**  
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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 12, 2026. Please include a contact name and phone number so that we may respond directly.