



**POSTING IS REQUIRED**

**Classification Notice No. 1811 – UPDATED POSTING**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** March 15, 2024  
**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade and range of the Airport Emergency Operations Specialist.**

Denver International Airport has requested to change its Airport Emergency Operations Specialist classification from exempt to non-exempt. This classification is required to work in a 24/7 shift environment 365 days a year. Airport management has made recurring requests for exempt overtime exceptions under Career Service Rule 9-93, and as a result, has determined that it is administratively burdensome to continue to make these requests. This job classification is only used by the Airport and this change will not impact any other job classifications. It is proposed to set this job classification’s pay grade at NE-20, the nearest non-exempt pay grade to EX-11 based upon a comparison of midpoints.

**PAY GRADE AND RANGE CHANGES**

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

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 28, 2024**. Please include a contact name and phone number so that we may respond directly.

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