

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MailHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: **June 26, 2019**

Please mark one: ☒ Bill Request or ☐ Resolution Request

1. Type of Request:

- ☐ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
☒ Other: Classification & Pay Plan Update

2. **Title:** Approves Classification Notices #1582, 1583, 1584, 1585, 1586, 1588, 1590, 1591, 1593, 1595, 1596, 1598, 1599

3. **Requesting Agency:** Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Susan O'Neill	Name: Susan O'Neill
Email: susan.oneill@denvergov.org	Email: susan.oneill@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? ☐ Yes ☐ No **Is this an Amendment?** ☐ Yes ☐ No **If yes, how many?** _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? ☐ Yes ☐ No

Source of funds:

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☐ N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

To: Denver City Council

From: Karen Niparko, Executive Director of the Office of Human Resources
Nicole De Gioia-Keane, Classification & Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: July 1, 2019

Subject: Changes to the Classification & Pay Plan **Not** Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of January 2019 through June 2019.

For this timeframe, there are 13 on 6/30/19 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1582 – IT Business Analyst and IT Quality Assurance Analyst series
- Classification Notice 1583 – Youth Operative Associate
- Classification Notice 1584 – OED Compliance/Certification Officer series
- Classification Notice 1585 – Outreach Trainer
- Classification Notice 1586 – Law Enforcement Records Technician series
- Classification Notice 1588 – Natural Resources Technician series
- Classification Notice 1590 – Security Specialist Supervisor
- Classification Notice 1591 – Denver Animal Shelter Assistant
- Classification Notice 1593 – Coroner’s Investigator series
- Classification Notice 1595 – Traffic Signs and Markings Inspector and Traffic Signal Inspector
- Classification Notice 1596 – Aviation Director Senior
- Classification Notice 1598 – Crime Data Analyst
- Classification Notice 1599 – Airport Commercial Revenue series

The next submission will be in January 2020 for small-impact changes provisionally approved by the OHR Executive Director for the period of July 2019 through December 2019.

POSTING IS REQUIRED

Classification Notice No. 1582

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

Revised 03/02/18

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: January 18, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of IT Business Analyst Associate (I-811), IT Business Analyst Senior (I-814), IT Quality Assurance Analyst Associate (I-811), and IT Quality Assurance Analyst Senior (I-814).

The proposed new job classifications are a part of the Technology Services (TS) Classification Study that began in 2018. TS has recognized that they have had challenges with maintaining and updating their job specifications to keep up with the evolving information technology field. As new types of IT jobs have been added to the City and County of Denver, they have had to place new incumbents into the most reasonable job specification that is available, which do not always align with the current market. The Classification and Compensation Division of the Office of Human Resources has been working with TS to update and create new job classification series based on the city's needs and market trends. During 2018, the following new job classification series were created: IT Asset Management Analyst, IT Database Developer, IT Enterprise Architect, IT Middleware Engineer and IT Web Administrator Associate. With the addition of these two new classification series (IT Business Analyst and IT Quality Assurance Analyst), these will be very beneficial during the recruitment process ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are in the correct job classification and are being compensated based on market data for the correct job classification.

NEW CLASSIFICATIONS

Proposed Class Title

IT Business Analyst Associate
IT Business Analyst Senior
IT Quality Assurance Analyst Associate
IT Quality Assurance Analyst Senior

Proposed Pay Grade & Range

I-811 (\$65,085–\$84,611–\$104,136)
I-814 (\$79,509–\$103,362–\$127,214)
I-811 (\$65,085–\$84,611–\$104,136)
I-814 (\$79,509–\$103,362–\$127,214)

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 by 8:00 AM on **Thursday, January 31, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1583

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

Date: February 1, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Youth Operative Associate at pay grade A-601.

The Youth Operative Associate job classification is established for youths ranging in age from 14-24 years old. The youth position is an on-call position that will assist in the daily and assigned activities of the Denver Department of Public Health and Environment.

NEW CLASSIFICATION

Proposed Class Title

Youth Operative Associate

Proposed Pay Grade & Range

A-601 (\$11.29-\$13.89-\$16.48)

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 by 8:00 AM on **Thursday, February 14, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1584

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: February 1, 2019
Subject: Proposed Change to the Classification and Pay Plan

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

The proposed change amends the Classification and Pay Plan by creating new classifications of Compliance-Certification Officer Staff (A-807), Compliance-Certification Officer Associate (A-809), Compliance-Certification Officer Senior (A-811), and Compliance-Certification Officer Supervisor (A-812).

The proposed new job classifications are a part of a classification study for the Office of Economic Development (OED). City Council requested the study via OED and were concerned that current employees did not have the right skill set to perform the essential functions of these positions. The Classification and Compensation Division of the Office of Human Resources has been working with OED to update and create new job classification series based on the city's needs and market trends. These new job classifications will be very beneficial during the recruitment process, ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are in the correct job classification and are being compensated based on market data for the correct job classification.

NEW CLASSIFICATIONS

Proposed Class Title

Compliance-Certification Officer Staff
Compliance-Certification Officer Associate
Compliance-Certification Officer Senior
Compliance-Certification Officer Supervisor

Proposed Pay Grade & Range

A-807 (\$51,133–\$66,473–\$81,813)
A-809 (\$58,433–\$75,693–\$93,493)
A-811 (\$66,775–\$86,808–\$106,840)
A-812 (\$71,382–\$92,797–\$114,211)

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 by 8:00 AM on **Thursday, February 14, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1585

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: February 1, 2019
Subject: Proposed Change to the Classification and Pay Plan

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

Revised 03/02/18

The proposed change amends the Classification and Pay Plan by creating a new classification of Outreach Trainer at pay grade A-809.

The Office of Emergency Management has requested a new classification that will train the public on community preparedness. This new classification will teach the community federally approved curriculum and the instructors will be able to utilize the required heavier materials and equipment.

NEW CLASSIFICATION

Proposed Class Title

Outreach Trainer

Proposed Pay Grade & Range

A-809 (\$58,433–\$75,693–\$93,493)

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 by 8:00 AM on **Thursday, February 14, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1586

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: February 22, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications Law Enforcement Records Technician (N-617) and Law Enforcement Records Technician Lead (N-619).

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

The Department of Safety, Sheriff, requested OHR create two new classifications for specialized duties that determine inmate release. The new Law Enforcement Records Technician classification processes records of inmates in the criminal justice system and ensures the lawful detention and release of inmates. The new Law Enforcement Records Technician Lead classification provides lead level responsibilities in the coordination and support of technical functions, duties, and assignments pertaining to the processing and maintenance of correction records.

NEW CLASSIFICATIONS

Proposed Classification Title

Law Enforcement Records Technician

Law Enforcement Records Technician Lead

Proposed Pay Grade

N-617 (\$21.12-\$25.98-\$30.84)

N-619 (\$23.08-\$28.39-\$33.70)

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 by 8:00 AM on **Wednesday, March 6, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1588

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: March 1, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating two new classifications: Natural Resources Technician I and Natural Resources Technician II.

Denver Parks and Recreation's Parks Natural Resources Division requested a classification series that better aligned with the duties and responsibilities of the employees responsible for native wildlife and plant conservation in Denver's parks and open spaces.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

Employees are currently classified in horticultural classifications, which are specific to parks and greenhouse plant and flowerbed management, which does not address the ecological conservation aspects of the work being performed.

Through a Parks Natural Resources Study, duties and responsibilities specific to native wildlife and plant conservation were identified, new classifications created, and market rates of pay were matched to these new classifications.

The Office of Human Resources recommends the creation of the Parks Natural Resources Technician I and II classifications to better align with employees' duties and responsibilities, establish a defined career path for advancement, and create meaningful performance evaluations for this group of employees.

NEW CLASSIFICATION

Proposed Class Title

Parks Natural Resources Technician I

Parks Natural Resources Technician II

Proposed Pay Grade & Range

J-618 (\$21.95-\$27.00-\$32.05)

J-620 (\$23.99-\$29.51-\$35.03)

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 by 8:00 AM on **Monday, March 18, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1590

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: March 15, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Security Specialist Supervisor (N-618).

The Department of Safety, Sheriff's Office has requested a new classification that supervises the Security Specialist classification. This new classification performs supervisory duties for Security Specialist and leads these employees in their work overseeing the operation of security controls related to the custody and movement of inmates.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

Revised 03/02/18

NEW CLASSIFICATION

Proposed Class Title

Security Specialist Supervisor

Proposed Pay Grade & Range

N-618 (\$22.08-\$27.16-\$32.24)

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 by 8:00 AM on **Thursday, March 28, 2019**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1591

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: March 14, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Denver Animal Shelter Assistant at pay grade C-613, by changing the classification pay grade for the Animal Care Attendant to O-606 and abolishing the Veterinary Assistant classification.

Denver Animal Shelter submitted an audit request for Career Service employees, requesting that these employees be reallocated to a new position based on different lifting requirements for the current position they are in. These employees will be reallocated from an Administrative Assistant Support IV to a Denver Animal Shelter Assistant with lifting requirements of 3-Medium (20-50 lbs.). This is a new classification and does not currently exist in the Career Service system.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

Revised 03/02/18

In addition, Denver Animal Shelter submitted an audit request for the Animal Care Attendant which is currently classified at J-607. As a result of the audit, this classification is more closely aligned with classifications in the Healthcare occupational group. The Animal Care Attendant will move from the Maintenance & Operations (J-607) occupational group to the Healthcare occupational group (O-606). Finally, the Veterinary Assistant, which is not being used by the Denver Animal Shelter, will be abolished (O-606).

NEW CLASSIFICATION

<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
Denver Animal Shelter Assistant	C-613 (\$18.41-\$26.88)

CLASSIFICATION PAY GRADE CHANGES

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade</u>
Animal Care Attendant	J-607 (\$13.46-\$19.65)	O-606 (\$14.55-\$21.24)

CLASSIFICATION ABOLISHMENTS

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>
Veterinary Assistant	O-606 (\$14.55-\$21.24)

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 by 8:00 AM on March 29, 2019. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1593

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 5, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification series for the Coroner’s Investigators and replaces the existing CN1865-Coroner’s Investigator. The current CN1865-Coroner’s Investigator classification will be abolished.

The Medical Examiner’s Office requested OHR to create a new classification series for Coroner Investigators.

NEW CLASSIFICATION

<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
CE3155-Coroner’s Investigator I	E624 (\$27.87-\$40.69)
CE3156-Coroner’s Investigator II	E625 (\$29.14-\$42.54)
CE3157-Coroner’s Investigator Lead	E626 (\$30.47-\$44.49)
CE3164-Coroner’s Investigator Supv	E813 (\$67,740-\$108,384)

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

Revised 03/02/18

CLASSIFICATION ABOLISHMENTS

Classification Title

CN1865-Coroner's Investigator

Current Pay Grade & Range

N623 (\$27.58-\$40.27)

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 by 8:00 AM on April 19, 2019. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1595

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 12, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating two new classifications called Traffic Signs & Markings Inspector (J-616) and Traffic Signal Inspector (J-621).

The Transportation Operations Division of Public Works has requested that The Officer of Human Resources (OHR) create two new classifications. These classifications review the work of contractors that are involved in the excavation and restoration of trenches for traffic signal installation, placement of concrete and steel poles, installation of span wire assemblies and suspension hardware and the removal and installation of roadway signing and pavement. They are currently using existing classifications that are not an appropriate match to the type and level of duties being performed. As a result, OHR is proposing to create two new classifications called Traffic Signs & Markings Inspector and Traffic Signal Inspector.

NEW CLASSIFICATIONS

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

Revised 03/02/18

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CJ3165	Traffic Signs & Markings Inspector	J-616 (\$20.08/\$24.70/\$29.32)
CJ3166	Traffic Signal Inspector	J-621 (\$25.08/\$30.85/\$36.62)

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 by 8:00 AM on April 25, 2019. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1596

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: May 17, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adjusting the pay grade of Aviation Director Senior from A-818 to A-819.

With pay grade changes implemented on January 1, 2019, Denver International Airport currently has senior director level positions managing multiple subordinate director-level positions in the same pay grade. This class notice is a request to correct this discrepancy by increasing the pay grade of the Aviation Director Senior classification.

PAY GRADE CHANGES

<u>Current Class Title</u>	<u>Current Pay Grade and Range</u>	<u>Proposed Pay Grade & Range</u>
Aviation Director Senior	A-818 (\$106,525-138,483-170,440)	A-819 (\$113,875-148,038-182,200)

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

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 by 8:00 AM on May 30, 2019. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1598

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: June 7, 2019
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adjusting the pay grade of Crime Data Analyst Associate from N-809 to A-809 and Crime Data Analyst Senior from N-811 to A-811.

The Crime Data Analyst Associate and Crime Data Analyst Senior classifications are new classifications that were developed as a result of the city-wide Management Analyst Classification Study. The new classifications were classified in the "N" Enforcement, Compliance & Protective Services occupation group. The Management Analyst classification series is in the "A" Professional occupational group and it is appropriate to change the Crime Data Analyst Associate and Crime Data Analyst Senior to the "A" Professional occupational group.

PAY GRADE CHANGES

<u>Current Class Title</u>	<u>Current Pay Grade and Range</u>	<u>Proposed Pay Grade & Range</u>
Crime Data Analyst Associate	N-809 (\$53,694 - \$69,802 - \$85,910)	A-809 (\$58,433 - \$75,963 - \$93,493)
Crime Data Analyst Senior	N-811 (\$61,360 - \$79,768 - \$98,176)	A-811 (\$66,775 - \$86,808 - \$106,840)

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____

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 by 8:00 AM on June 20, 2019. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1599

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: June 7, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications Airport Commercial Administrator (A-813), Airport Commercial Manager (A-815), Airport Commercial Administrator Senior (A-815), and Airport Commercial Director (A-818).

As part of ongoing maintenance by the Office of Human Resources (OHR), Denver International Airport has been working with OHR Classification and Compensation over the last year to establish classifications that will better define positions currently in titles used citywide to better align with market titles for specific positions. These new classifications will mitigate recruitment challenges in describing essential duties and minimum qualifications appropriately, retention challenges, and ensure competitive compensation to similar positions in the marketplace.

NEW CLASSIFICATIONS

<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
Airport Commercial Administrator	A-813 (\$76,307 - \$99,199 - \$122,091)
Airport Commercial Manager	A-815 (\$87,200 - \$113,360 - \$139,520)
Airport Commercial Administrator Senior	A-815 (\$87,200 - \$113,360 - \$139,520)
Airport Commercial Director	A-818 (\$106,525 - \$138,483 - \$170,440)

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

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Date Entered: _____

Revised 03/02/18

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 by 8:00 AM on **Thursday, June 20, 2019**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0675

Date Entered: _____