

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **11:00am on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **September 19, 2024**

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 Notice #1831

**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: Alena Duran	Name: Alena Duran
Email: Alena.Duran@denvergov.org	Email: Alena.Duran@denvergov.org

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

The proposed change amends the Classification and Pay Plan by:

- Changing the pay grades of Asphalt Plant Operator; Aviation Snow Removal Operator; Building and Grounds Supervisor; Crew Lead; Equipment Operator I, II, III and IV; Solid Waste Collection Operator; Tractor Trailer Operator; Traffic Signs and Markings Inspector; and Utility Worker I and II.
- Changing the classification title and pay grade of Traffic Operations Technician I and II to Traffic Signs and Markings Technician I and II.
- Creating new airfield maintenance classifications of Airport Field Technician I, II, Lead, and Supervisor; Airport Graphics Technician I, II, Lead, and Supervisor; Airport Maintenance Technician; and Airport Paint and Markings Technician I, II, Lead, and Supervisor.

**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\*\***

*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

## Key Contract Terms

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

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</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<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?

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**Classification Notice No. 1831**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** September 6, 2024  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by:**

- **Changing the pay grades of Asphalt Plant Operator; Aviation Snow Removal Operator; Building and Grounds Supervisor; Crew Lead; Equipment Operator I, II, III and IV; Solid Waste Collection Operator; Tractor Trailer Operator; Traffic Signs and Markings Inspector; and Utility Worker I and II.**
- **Changing the classification title and pay grade of Traffic Operations Technician I and II to Traffic Signs and Markings Technician I and II.**
- **Creating new airfield maintenance classifications of Airport Field Technician I, II, Lead, and Supervisor; Airport Graphics Technician I, II, Lead, and Supervisor; Airport Maintenance Technician; and Airport Paint and Markings Technician I, II, Lead, and Supervisor.**

Denver International Airport (DEN) leadership informed The Office of Human Resources (OHR) of recruitment and retention challenges with the citywide Equipment Operator and Utility Worker job series. It was determined the duties of these classifications needed to be specific to the work performed on the DEN airfield to ensure the airport’s ability to attract and retain talent. DEN requested the creation of new airfield maintenance classifications and requested consideration of higher pay grades than the current Equipment Operator and Utility Worker classification series that DEN currently uses. OHR reviewed market data for the Equipment Operator and Utility Worker classification series and found indication of market lags, though these were not pervasive; additionally, turnover data confirmed citywide recruitment and retention challenges. As a result, OHR proposes several changes. First, it is proposed to increase the pay grades of the Equipment Operator and Utility Worker job series to include classifications that have current pay relationships by one to two pay grades. Second, OHR proposes to change the title of Traffic Operations Technician I and II to Traffic Signs and Marking Technician I and II to align with industry naming standards and are proposed to change pay grades based on the pay relationship to the Equipment Operator series. Finally, OHR proposes to create thirteen airfield maintenance classifications with pay grades based on new pay relationships to the adjusted Equipment Operator, Utility Worker, and Traffic Operations Technician classifications.

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**PAY GRADE CHANGES**

Job Code	Classification Title	Current Pay Grade & Range	Proposed Pay Grade & Range
CJ1813	Asphalt Plant Operator	NE-11 (\$22.76 - \$28.45 - \$34.14)	NE-13 (\$25.57 - \$31.96 - \$38.36)
CJ2923	Aviation Snow Removal Operator	NE-11 (\$22.76 - \$28.45 - \$34.14)	NE-13 (\$25.57 - \$31.96 - \$38.36)
CJ2808	Building and Grounds Supervisor	NE-11 (\$22.76 - \$28.45 - \$34.14)	NE-13 (\$25.57 - \$31.96 - \$38.36)
CJ1869/LJ3341	Crew Lead	NE-14 (\$26.57 - \$33.88 - \$41.18)	NE-15 (\$28.16 - \$35.91 - \$43.65)
CJ1904	Equipment Operator I	NE-09 (\$20.26 - \$25.32 - \$30.39)	NE-11 (\$22.76 - \$28.45 - \$34.14)
CJ1905	Equipment Operator II	NE-10 (\$21.47 - \$26.84 - \$32.21)	NE-12 (\$24.11 - \$30.14 - \$36.17)
CJ1931	Equipment Operator III	NE-11 (\$22.76 - \$28.45 - \$34.14)	NE-13 (\$25.57 - \$31.96 - \$38.36)
CJ1996	Equipment Operator IV	NE-12 (\$24.11 - \$30.14 - \$36.17)	NE-14 (\$26.57 - \$33.88 - \$41.18)
CJ3340	Solid Waste Collection Operator	NE-11 (\$22.76 - \$28.45 - \$34.14)	NE-12 (\$24.11 - \$30.14 - \$36.17)
CJ2960	Tractor Trailer Operator	NE-11 (\$22.76 - \$28.45 - \$34.14)	NE-13 (\$25.57 - \$31.96 - \$38.36)
CJ3165	Traffic Signs and Markings Inspector	NE-12 (\$24.11 - \$30.14 - \$36.17)	NE-14 (\$26.57 - \$33.88 - \$41.18)
CJ2083/LJ2085	Utility Worker I	NE-07 (\$18.29 - \$22.86 - \$27.44)	NE-08 (\$19.11 - \$23.89 - \$28.67)
CJ2041/LJ2042	Utility Worker II	NE-08 (\$19.11 - \$23.89 - \$28.67)	NE-10 (\$21.47 - \$26.84 - \$32.21)

**TITLE & PAY GRADE CHANGES**

Job Code	Current Classification Title	Current Pay Grade & Range	Proposed Classification Title	Proposed Pay Grade & Range
CJ2863	Traffic Operations Technician I	NE-09 (\$20.26 - \$25.32 - \$30.39)	Traffic Signs and Markings Technician I	NE-11 (\$22.76 - \$28.45 - \$34.14)
CJ2864	Traffic Operations Technician II	NE-11 (\$22.76 - \$28.45 - \$34.14)	Traffic Signs and Markings Technician II	NE-13 (\$25.57 - \$31.96 - \$38.36)

**NEW CLASSIFICATIONS**

Job Code	Proposed Classification Title	Current Pay Grade & Range
CJ3495	Airport Field Technician I	NE-11 (\$22.76 - \$28.45 - \$34.14)
CJ3496	Airport Field Technician II	NE-13 (\$25.57 - \$31.96 - \$38.36)
CJ3497	Airport Field Technician Lead	NE-15 (\$28.16 - \$35.91 - \$43.65)
CJ3498	Airport Field Technician Supervisor	EX-10 (\$70,765-\$93,763-\$116,762)
CJ3507	Airport Graphics Technician I	NE-12 (\$24.11 - \$30.14 - \$36.17)
CJ3508	Airport Graphics Technician II	NE-13 (\$25.57 - \$31.96 - \$38.36)
CJ3509	Airport Graphics Technician Lead	NE-15 (\$28.16-\$35.91-\$43.63)
CJ3510	Airport Graphics Technician Supervisor	EX-10 (\$70,765-\$93,763-\$116,762)
CJ3494	Airport Maintenance Technician	NE-10 (\$21.47 - \$26.84 - \$32.21)
CJ3499	Airport Paint and Markings Technician I	NE-11 (\$22.76 - \$28.45 - \$34.14)
CJ3500	Airport Paint and Markings Technician II	NE-13 (\$25.57-\$31.96-\$38.36)
CJ3501	Airport Paint and Markings Technician Lead	NE-15 (\$28.16-\$35.91-\$43.63)
CJ3502	Airport Paint and Markings Technician Supervisor	EX-10 (\$70,765-\$93,763-\$116,762)

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**Public Notice of Changes**

The scheduled time for the public hearing is **Thursday, September 19, 2024, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1<sup>st</sup> floor, located at 201 West Colfax Avenue, Denver, CO 80202.

If anyone wishes to submit written comments to the Board on this proposal, please submit them by no later than **noon (12:00 p.m.) on Monday, September 16, 2024:**

Lori Smith, Executive Office Administrator  
Office of Human Resources  
(720) 337-6185  
lori.smith@denvergov.org

If anyone wishes to be heard by the Board on this proposal, please submit your name and phone number by no later than **noon (12:00 p.m.) on Monday, September 16, 2024** to [lori.smith@denvergov.org](mailto:lori.smith@denvergov.org)

If you have any questions about this proposal, please submit them in writing to [lori.smith@denvergov.org](mailto:lori.smith@denvergov.org) by **noon (12 p.m.) on Wednesday, September 18, 2024**. Please include a contact name and phone number so that we may respond to your question directly.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and 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 and 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.

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