

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

**\*All fields must be completed.\***  
*Incomplete request forms will be returned to sender which may cause a delay in processing.*

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Date of Request: **October 7, 2016**

Please mark one:  **Bill Request** or  **Resolution Request**

1. Has your agency submitted this request in the last 12 months?

Yes  **No**

If yes, please explain:

2. **Title: Approve Classification Notice #1527 – Landside Service Supervisor**

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

4. **Contact Person:** *(with actual knowledge of proposed ordinance)*

- **Name:** Blair Malloy
- **Phone:** 720-913-5631
- **Email:** blair.malloy@denvergov.org

5. **Contact Person:** *(with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)*

- **Name:** Nicole de Gioia-Keane
- **Phone:** 720-913-5643
- **Email:** Nicole.deGioia-Keane@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

The proposed change amends the Classification and Pay Plan by changing the pay grade of Landside Service Supervisor from 807-N to 808-N.

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?)  
**Please explain.**

None known.

8. **Budget Impact**

There is a budget impact of \$4,012.43 annually.

**POSTING IS REQUIRED**  
**Classification Notice No. 1527**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: September 22, 2016  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Landside Service Supervisor from 807-N to 808-N.**

The Office of Human Resources (OHR) was contacted by Denver International Airport to review the pay grade and classification of Landside Service Supervisor as part of the recent Fair Labor Standards Act compliance project conducted by OHR, and which was approved in September 2016. This classification is currently slated to move from its current exempt pay grade, 807-N, to a non-exempt pay grade, 620-N. It is proposed to change the pay grade for the Landside Service Supervisor from 807-N to 808-N, based upon a review of the duties of this classification, which includes performing analytical, emergency coordination, contract compliance, and first line supervision duties over landside services staff.

**PAY GRADE CHANGE ONLY**

**Classification Title:**  
Landside Service Supervisor

**Current Pay Grade:**  
807-N (\$45,556/\$59,236/\$72,906)

**Proposed Pay Grade**  
808-N (\$48,710/\$63,323/\$77,936)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, 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.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

**Public Notice of Changes:**

The scheduled time for the public hearing is **Thursday October 6, 2016 at 5:00 p.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Nicole de Gio-Keane [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Alena Duran [alena.duran@denvergov.org](mailto:alena.duran@denvergov.org) by 8:00 a.m. on **Thursday, October 6, 2016**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Alisha Gronniger [alisha.gronniger@denvergov.org](mailto:alisha.gronniger@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, October 4, 2016**.

**PAY GRADE CHANGE**Job Code:

CN1944

Classification Title:

Landside Service Supervisor

Current Pay Grade:

807-N (\$45,556-59,236-72906)

Proposed Pay Grade

808-N (\$48,710-63,323-77936)

Supervisory Level:

6 – First Line Supervisor

EEO Code:

5 - Paraprofessionals

Medical Group:

Sedentary

FLSA:

Exempt

Synopsis:

The Office of Human Resources (OHR) was contacted by Denver International Airport to review the pay grade and classification of Landside Service Supervisor as part of the recent Fair Labor Standards Act compliance project conducted by OHR, and which was approved in September 2016. This classification is currently slated to move from its current exempt pay grade, 807-N, to a non-exempt pay grade, 620-N. It is proposed to change the pay grade for the Landside Service Supervisor from 807-N to 808-N, based upon a review of the duties of this classification, which includes performing analytical, emergency coordination, contract compliance, and first line supervision duties over landside services staff.

Pay Rationale:

The pay grade for the Landside Service Supervisor 807-N, classification is based on internal equity. This class has historically maintained internal equity with the Parking/Speeding Enforcement Supervisor classification, 808-N. In 2013, the pay grade increased for the Parking/Speeding Enforcement Supervisor but not for the Landside Service Supervisor.

A review of the internal relationships shows that this is still an appropriate relationship. Both classifications supervise full performance paraprofessional employees. In addition to supervision duties, the Parking/Speeding Enforcement Supervisor performs work to monitor and enforce compliance to increase operational efficiency, as well as serves as an internal and external liaison related to area of assigned work, whereas the Landside Service Supervisor performs revenue analysis, emergency coordination, and contract administration work. The highest level supervised by a Landside Service Supervisor is the Landside Service Agent II, 617-N, who performs inspection, enforcement, and compliance work in airport parking, ground transportation, and lost and found services as defined by the airport, City, and TSA regulations. The highest level supervised by the Parking/Speeding Enforcement Supervisor is the Right of Way Enforcement Agent II, 617-N who performs parking compliance, enforcement, and inspections as defined in the Denver Revised Municipal Code. Both of the supervisory classifications supervise employees who are at pay grade 617-N, so this request is to change the pay grade of the Landside Service Supervisor to re-establish the internal relationship and increase the pay grade of the Landside Service Supervisor by one pay grade, from 807-N to 808-N.

Employee Impact:

This will affect eight Landside Service Supervisors at Denver International Airport.

Budget Impact:

Of the eight employees, two will receive an increase to the range minimum for a cost of \$4012.43 annually.

Organizational Data:

The impacted positions are located at Denver International Airport in the Revenue & Management, Parking & Transportation Division.

Effective Date Rule:

It is requested that this change uses the same effective date of the FLSA compliance project, November 13, 2016. This is to ensure that impacted employees are treated the same as other employees impacted by the project.