

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

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

Date of Request: March 19, 2026

Please mark one: Bill Request or Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

Yes No

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 #1889

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: Andre O’Leary-Fenwick	Name: Andre O’Leary-Fenwick
Email: andre.oleary-fenwick@flydenver.com	Email: andre.oleary-fenwick@flydenver.com

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 creating new classifications of Landside Operations Officer and Landside Operations Supervisor, and abolishing Landside Service Agent I, Landside Service Agent II and Landside Service Supervisor.

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

7. City Council District: Citywide

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: _____

Classification Notice No. 1889

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 6, 2026
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of Landside Operations Officer and Landside Operations Supervisor, and abolishing Landside Service Agent I, Landside Service Agent II and Landside Service Supervisor.

Denver International Airport has requested the Office of Human Resources to create two new classifications; Landside Operations Officer and Landside Operations Supervisor These new classifications will modernize and better align the duties and qualifications of positions in the Parking and Ground Transportation division. As part of these changes, the existing Landside Service series will be abolished.

The new Airport Landside Operations Officer and Supervisor classifications will ensure their work is properly classified and provides equity across the organization with the Terminal Operations Officers and Supervisors, who perform a comparable level of work at DEN.

The **Landside Operations Officer** has oversight of the parking and commercial transportation segments of Landside Operations. It is proposed that this classification pay grade will be NE-17 which is a pay relationship with the (CX2804) Terminal Operations Officers.

The **Landside Operations Supervisor** supervises the public parking and commercial transportation segments of Landside Operations. It is proposed that this classification pay grade will be NE-20 which is a pay relationship to the (CX2807) Terminal Operations Supervisors.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CX3592	Landside Operations Officer	NE-17 (\$33.22-\$42.35-\$51.49)
CX3593	Landside Operations Supervisor	NE-20 (\$39.56-\$50.44-\$61.32)

ABOLISHMENTS

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CN2289	Landside Service Agent I	NE-08 (\$20.06-\$25.08-\$30.10)
CN1942	Landside Service Agent II	NE-11 (\$23.89-\$29.86-\$35.84)
CN1944	Landside Service Supervisor	EX-07 (\$60,064-\$79,584-\$99,105)

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, March 19, 2026, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

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, March 16, 2026:**

Sheilla Thomas, Executive Assistant III
Office of Human Resources
(720) 337-6181
sheilla.thomas@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, March 16, 2026** to sheilla.thomas@denvergov.org

If you have any questions about this proposal, please submit them in writing to sheilla.thomas@denvergov.org by **noon (12 p.m.) on Wednesday, March 18, 2026**. 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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