

**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**. Contact the Mayor’s Legislative team with questions

Date of Request: **July 5, 2018**

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 #1565

**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: Blair Malloy	Name: Nicole De Gioia-Keane
Email: blair.malloy@denvergov.org	Email: Nicole.degioia-keane@denvergov.org

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

At the request of Denver International Airport, it is requested to change the title of the Senior Director of Airport Infrastructure Management to simply Senior Director of Aviation and to generalize the classification specification for airport-wide use. This will allow this classification to be used for multiple incumbents, which will provide an additional career path for more individuals and will no longer be used as a single-incumbent class.

**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: **BR18 0773**

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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Resolution/Bill Number: BR18 0773

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

**POSTING IS REQUIRED**

**Classification Notice No. 1565**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** May 3, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title of Senior Director of Airport Infrastructure Management to Senior Director of Aviation.**

At the request of Denver International Airport, it is requested to change the title of the Senior Director of Airport Infrastructure Management to simply Senior Director of Aviation and to generalize the classification specification for airport-wide use. This will allow this classification to be used for multiple incumbents, which will provide an additional career path for more individuals and will no longer be used as a single-incumbent class.

**TITLE CHANGE**

**Current Title**

Senior Director of Airport Infrastructure Management

**Proposed Title**

Senior Director of Aviation

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 **Wednesday, May 16, 2018**. Please include a contact name and phone number so that we may respond directly.

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

Resolution/Bill Number: BR18 0773

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

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

**Analyst Name:** Blair Malloy

**Impacted Department(s):** Denver International Airport

**Date:** 4/20/18

### CLASSIFICATION TITLE CHANGE

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>
CA0794	Senior Director of Airport Infrastructure Management	Senior Director of Aviation

**Current Pay Grade & Range**

A-818 (\$104,247–\$135,521–\$166,795)

**Synopsis:**

At the request of Denver International Airport, it is requested to change the title of the Senior Director of Airport Infrastructure Management to simply Senior Director of Aviation and to generalize the classification specification for airport-wide use. This will allow this classification to be used for multiple incumbents, which will provide an additional career path for more individuals and will no longer be used as a single-incumbent class.

**Pay Rationale:**

There is no proposed change to the pay grade at this time and it is recommended to maintain the current pay relationship.

**Benchmark:** (include survey vendor, job title match and job code):

None

**Pay Relationship:** (include title and degree of relationship):

Director of Fleet Maintenance +2

**Employee Impact:**

This will impact two employees at Denver International Airport.

**Budget Impact:**

There is no budget impact.

**Organizational Structure:**

Incumbents in this class report to a Deputy Manager, who reports to a Deputy Executive Director of Aviation, who reports to the Manager of Aviation.

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## Workday Information

(Complete below for each classification. Add additional boxes if more than one class is being created, revised, etc.)

Classification Title:	Senior Director of Aviation
Manager Level:	4 Director
EEO Code & Job Category:	1 - Officials and Administrators
Medical Group	Sedentary

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