

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at 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.

Date of Request: **April 18, 2013**

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 # 1382.**

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

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

- **Name:** Seth Duhon-Thornton
- **Phone:** 720-913-5664
- **Email:** seth.duhon-thornton@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:** Heather Britton
- **Phone:** 720-913-5699
- **Email:** heather.britton@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 adding the classifications of Terminal Operations Officer (621-A), Airport Operations Officer–Airfield and Ramp Tower (621-A), Airport Operations Supervisor (812-A), and Terminal Operations Supervisor (812-A). Also, revising the job specification and pay grade change for Ramp Tower Supervisor from 622-A to 810-A. Additionally, the proposal changes the pay grade for Aviation Operations Representative from 613-A to 615A and Aviation Operations Representative Supervisor from 806-A to 807-A. The proposal also changes the Job Code from CN2485 to CA2810 for Aviation Emergency Dispatcher and Pay Grade from 615-N to 615-A. Finally, the proposed change amends the Classification and Pay Plan by abolishing the classes of Assistant Aviation Operations Manager and Aviation Operations Manager.

Please include the following:

- a. **Duration:**
- b. **Location:**
- c. **Affected Council District:**
- d. **Benefits:**
- e. **Costs:**

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

Two employees in the classification of Ramp Tower Supervisor spoke at the CS board meeting and voiced their opposition of changing this classification from Non-Exempt to Exempt. The City Attorney's office reviewed the positions primary job duties, and approved the change to Exempt under Federal FLSA laws.

8. Budget Impact:

Eight employees being reallocated to Airport Operations Officer – Airfield and Ramp Tower will move to the minimum pay of pay grade 621-A which will result in an annual budget impact of \$22,172.80.

Six employees in the Aviation Operations Representative classification will move to the minimum pay of pay grade 615-A which will result in an annual budget impact of \$12,980.80.

One employee in the Aviation Emergency Dispatcher classification will move to the minimum pay of pay grade 615-A which will result in an annual budget impact of \$1,310.40.

Two Airport Operations Supervisor employees will move to the minimum pay of pay grade 812-A which will result in an annual budget impact of \$8362.

Total Budget Impact: \$44,826

POSTING IS REQUIRED

Classification Notice No. 1382

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 21, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Terminal Operations Officer (621-A), Airport Operations Officer–Airfield and Ramp Tower (621-A), Airport Operations Supervisor (812-A), and Terminal Operations Supervisor (812-A). Also, revising the job specification and pay grade change for Ramp Tower Supervisor from 622-A to 810-A. Additionally, the proposal changes the pay grade for Aviation Operations Representative from 613-A to 615A and Aviation Operations Representative Supervisor from 806-A to 807-A. The proposal also changes the Job Code from CN2485 to CA2810 for Aviation Emergency Dispatcher and Pay Grade from 615-N to 615-A. Finally, the proposed change amends the Classification and Pay Plan by abolishing the classes of Assistant Aviation Operations Manager and Aviation Operations Manager.

A classification maintenance study was performed on Airfield, Ramp Tower, Terminal and Communication Center positions of the Operations Division of Denver International Airport. The purpose of the study was to accurately reflect the current duties of positions in new or modified class specifications and then compare those positions to airport market survey data and establish appropriate pay levels.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CA2804	Terminal Operations Officer	621-A \$51,866-\$75,724
CA2805	Airport Operations Officer- Airfield and Ramp Tower	621-A \$51,866-\$75,724
CA2806	Airport Operations Supervisor	812-A \$64,777-\$103,643
CA2807	Terminal Operations Supervisor	812-A \$64,777-\$103,643

REVISED CLASSIFICATION AND PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>
CA2184	Ramp Tower Supervisor

<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
622-A \$54,226-\$79,170	810-A \$56,685-\$90,696

PAY GRADE CHANGE

<u>Job Code</u>	<u>Classification Title</u>
CA2486	Aviation Operations Representative
CA2487	Aviation Operations Representative Supervisor

<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
613-A \$36,333-\$53,046	615-A \$39,714-\$57,982
806-A \$43,406-\$69,450	807-A \$46,401-\$74,242

JOB CODE AND PAY GRADE CHANGE

<u>Current</u> <u>Job Code</u> CN2485	<u>Proposed</u> <u>Job Code</u> CA2810	<u>Classification Title</u> Aviation Emergency Dispatcher
<u>Present Pay Grade</u> 615-N \$37,866-\$55,284		<u>Proposed Pay Grade</u> 615-A \$39,714-\$57,982

ABOLISHMENT

<u>Job Code</u> CA0707 CA0674	<u>Classification Title</u> Aviation Operations Manager Assistant Aviation Operations Manager
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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 Office of Human Resources 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.