

**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: **September 20, 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 # 1393.**

**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:** Meredith Creme
- **Phone:** 720-913-5722
- **Email:** meredith.creme@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 Aviation Security Agent (613-C) and Senior Aviation Security Agent (614-C)

***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.**

None known

**8. Budget Impact:**

None

**POSTING IS REQUIRED**

**Classification Notice No. 1393**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: August 22, 2013  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding the classifications of Aviation Security Agent (613-C) and Senior Aviation Security Agent (614-C).**

OHR is recommending the creation of the classes of Aviation Security Agent and Senior Aviation Security Agent to replace the generic classes of Administrative Support Assistant IV and Administrative Support Assistant V in the Security section at Denver International Airport. The new classes are more accurate in describing the work of the positions and establish better criteria for recruitment and selection.

Aviation Security Agents and Senior Aviation Security Agents perform frontline customer service functions to airport employees. They process over 50,000 annual requests for airport ID badges, driver permits, and other secure access badges from air carriers, tenants, concessionaires, contractors, federal and airport employees.

**NEW CLASS**

<u>Classification Title:</u>	<u>Pay Grade &amp; Range</u>	<u>Job Code</u>
Aviation Security Agent	613-C \$34,357-\$50,161	CC2852
Senior Aviation Security Agent	614-C \$35,920-\$52,443	CC2853

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 September 5, 2013 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 Melissa Fisher [melissa.fisher@denvergov.org](mailto:melissa.fisher@denvergov.org), Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, September 4, 2013**. 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 Frances Trujillo [frances.trujillo@denvergov.org](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday September 3, 2013**.

## CHANGES IN THE CLASSIFICATION AND PAY PLAN

### NEW CLASS

<u>Classification Title:</u>	<u>Pay Grade &amp; Range</u>
Aviation Security Agent	613-C \$34,357-\$50,161
Senior Aviation Security Agent	614-C \$35,920-\$52,443

### Job Code:

CC2852 Aviation Security Agent  
CC2853 Senior Aviation Security Agent

### Supervisory Level:

**Aviation Security Agent – 3- None**  
**Senior Aviation Security Agent – 2- Leadworker**

### EEO Code:

Aviation Security Agent 6 – Office/Clerical  
Senior Aviation Security Agent 6 – Office/Clerical

### Medical Group:

Aviation Security Agent – S – Sedentary  
Senior Aviation Security Agent – S - Sedentary

### FLSA:

Aviation Security Agent – Non-exempt  
Senior Aviation Security Agent – Non-exempt

### Synopsis:

OHR is recommending the creation of the classes of Aviation Security Agent and Senior Aviation Security Agent to replace the generic classes of Administrative Support Assistant IV and Administrative Support Assistant V in the Security section at Denver International Airport. The new classes are more accurate in describing the work of the positions and establish better criteria for recruitment and selection.

Aviation Security Agents and Senior Aviation Security Agents perform frontline customer service functions to airport employees. They process over 50,000 annual requests for airport ID badges, driver permits, and other secure access badges from air carriers, tenants, concessionaires, contractors, federal and airport employees.

### Pay Rationale:

It is recommended to place the Aviation Security Agent at pay grade 613-C and the Senior Aviation Security Agent at pay grade 614-C.

Market survey data was used to determine the appropriate pay grade for the Aviation Security Agent. The source of the survey data is the 2012 Airport Council International (ACI) Compensation Survey conducted by Western Management Group. The average actual pay rate for the market is \$41,960.67, which corresponds to the midpoint of pay grade 613-C (\$34,357 – \$50,161), which is \$42,259. This provides a percent difference of .711%.

An internal relationship to Aviation Security Agent was established to recommend pay grade 614-C for the Senior Aviation Security Agent. The distinguishing factor for the Senior level is that it will perform lead work over the Aviation Security Agents. Within the classification and pay plan, it is common practice to compensate lead worker duties at one pay grade higher than the position it will lead.

It is recommended to place these two classifications in the C - Clerical and Support Services Occupational group because the position performs public contact work to collect and process requests for security badges. This is most consistent with

the definition of the C – Clerical and Support Services occupational group. It is also in alignment with the front line customer service work performed by Aviation Customer Service Agents which are also in the C Occupational Group.

Employee Impact:

Eleven current employees will be moved from Administrative Support Assistant IV to the class of Aviation Security Agent. There are two current ASA V positions which will be moved to the class of Senior Aviation Security Agent. One is filled and the other is vacant.

Budget Impact:

None

Organizational Data: These are aviation-specific classes used only in the Security section at Denver International Airport. The positions report to two Operational Supervisor I positions.

Proposed Effective Date:

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. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.