

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: **March 17, 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 #1515**

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

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

- **Name:** Alena Duran
- **Phone:** 720-913-5726
- **Email:** alena.duran@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/Alena Duran
- **Phone:** 720-913-5643/720-913-5726
- **Email:** [Nicole de Gioia-Keane@denvergov.org](mailto:Nicole.de.Gioia-Keane@denvergov.org)/alena.duran@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 Airport Communications Center Supervisor from 807-A to 808-A. Denver International Airport has requested a review of the pay grade for the Airport Communications Center Supervisor. This is to bring the current pay grade in line with other first level supervisors with similar scope and responsibility. It is proposed to change the pay grade from 807-A to 808-A.

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

None known

8. **Budget Impact:**

The cost to move the incumbents to the minimum of the new pay grade is \$5,116.

POSTING IS REQUIRED

Classification Notice No. 1515

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: March 3, 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 Airport Communications Center Supervisor from 807-A to 808-A.

Denver International Airport has requested a review of the pay grade for the Airport Communications Center Supervisor. This is to bring the current pay grade in line with other first level supervisors with similar scope and responsibility. It is proposed to change the pay grade from 807-A to 808-A.

PAY GRADE CHANGE

Job Code: CA2487 **Classification Title:** Airport Communications Center Supervisor

<u>Current Pay Grade:</u>	<u>Proposed Pay Grade</u>
807-A (\$48,244 – \$77,190)	808-A (\$51,573 – \$82,517)

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 March 17 at 9:00 a.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 Office of Human Resources, in care of Alena Duran alena.duran@denvergov.org by 8:00 a.m. on **Wednesday, March 16, 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 at (720) 913-5650 no later than noon on **Tuesday March 15, 2016**.

PAY GRADE CHANGE

Current Job Code:
CA2487

Classification Title:
Airport Communications Center Supervisor

Current Pay Grade:
807-A (\$48,244 – \$77,190)

Proposed Pay Grade
808-A (\$51,573 – \$82,517)

Current Supervisory Level:
6 – First Level Supervisor

EEO Code:
5 - Paraprofessionals

Medical Group:
Sedentary

FLSA:
Exempt

Synopsis:

Denver International Airport has requested a review of the pay grade for the Airport Communications Center Supervisor. This is to bring the current pay grade in line with other first level supervisors with similar scope and responsibility. It is proposed to change the pay grade from 807-A to 808-A.

Pay Rationale:

The Airport Communications Center Supervisor, 807-A, performs first line supervisory work over staff at the airport communications center. The classes that reports to the Airport Communications Center Supervisor are paraprofessional in nature, and the highest level supervised is the Airport Communications Center Specialist, at pay grade 616-A. Other first level supervisory classes used at the airport who are similar are the Maintenance Control Supervisor, 808-A, who supervises Maintenance Control Technicians, which is a paraprofessional class at pay grade 615-A, and the Operational Supervisor I, 808-A, who supervises a variety of paraprofessional and clerical staff. It is proposed to increase the pay grade of the Airport Communications Center Supervisor to 808-A, which would allow it to be equal to other first line supervisors of paraprofessional staff at the airport.

Employee Impact:

This will affect five employees at Denver International Airport.

Budget Impact:

The cost to move the incumbents to the minimum of the new pay grade is \$5,116.

Organizational Data:

The impacted employees are located at Denver International Airport in the Communications Center.

Effective Date Rule:

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.