

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: **February 10, 2014**

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 #1402

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 classification of Deputy Executive Director of Aviation (823-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:

None

POSTING IS REQUIRED

Classification Notice No. 1402

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: January 23, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Deputy Executive Director of Aviation (823-A).

In 2013, Denver citizens supported a Charter change, which created five positions to be appointed to serve at the pleasure of the Executive Director of Aviation. In order to correctly define and capture the duties and responsibilities, along with the level of decision making and communications required for these appointed positions, the Department of Aviation requested that the Office of Human Resources create a new classification, Deputy Executive Director of Aviation.

The General Statement of Duties for the Deputy Executive Director of Aviation state that the class, "provides executive level, strategic leadership and management for subordination divisions and functional areas within the Department of Aviation, by establishing a long term vision and strategy, overseeing the development of strategic goals and objectives, and ensuring the accomplishment of annual work plans, strategic initiatives, and performance standards." Further, the Deputy Executive Director of Aviation is expected to build and maintain key partnerships to ensure the long-term ability of Denver International Airport to provide quality aviation services and economic development for the region.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
GA2862	Deputy Executive Director of Aviation	823-A (\$135,623-\$216,997)

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 February 6, 2014 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, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, February 5, 2014**. 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 at (720) 913-5168 no later than noon on **Tuesday February 4, 2014**.

NEW CLASS

<u>Job Code</u> GA2862	<u>Classification Title</u> Deputy Executive Director of Aviation	<u>Pay Grade & Range</u> 823-A (\$135,623-\$216,997)	
<u>FLSA:</u> Exempt	<u>Supervisory Level:</u> 8 - Executive	<u>EEO Code:</u> 1 – Officials & Administrators	<u>Medical Group:</u> S-Sedentary

Synopsis

In 2013, Denver citizens supported a Charter change, which created five positions to be appointed to serve at the pleasure of the Executive Director of Aviation. In order to correctly define and capture the duties and responsibilities, along with the level of decision making and communications required for these appointed positions, the Department of Aviation requested that the Office of Human Resources create a new classification, Deputy Executive Director of Aviation.

The General Statement of Duties for the Deputy Executive Director of Aviation state that the class, “provides executive level, strategic leadership and management for subordination divisions and functional areas within the Department of Aviation, by establishing a long term vision and strategy, overseeing the development of strategic goals and objectives, and ensuring the accomplishment of annual work plans, strategic initiatives, and performance standards.” Further, the Deputy Executive Director of Aviation is expected to build and maintain key partnerships to ensure the long-term ability of Denver International Airport to provide quality aviation services and economic development for the region.

Pay Rationale

There is no market data available for this position; therefore, the pay grade recommendation is based on internal relationships. It is internal compensation practice to create a two pay grade difference between a manager class and its subordinate class. The Deputy Executive Director of Aviation is responsible for supervising and managing the Deputy Manager of Aviation, which is at pay grade 821-A. As a result, it is recommended to place the Deputy Executive Director of Aviation at 823-A (\$135,623-\$216,997).

Employee Impact

There is no employee impact.

Budget Impact

There is no budget impact.

Organizational Data

The Deputy Executive Director of Aviation reports directly into the Executive Director of Aviation.

Effective Date

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.