

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: **May 6, 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 #1519

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/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 adding Aviation Program Manager at pay grade 819-E. The Department of Aviation requested a study of program and project management. It is recommended to create a new classification to capture the complex program management function for the role responsible to oversee multiple large-scale, multi-disciplinary programs with airport and City-wide impact. The requested classification is Aviation Program Manager (819-E).

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

None known

8. Budget Impact:

There is no budget impact.

POSTING IS REQUIRED

Classification Notice No. 1519

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: April 21, 2016
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Aviation Program Manager at pay grade 819-E.

The Department of Aviation requested a study of program and project management. It is recommended to create a new classification to capture the complex program management function for the role responsible to oversee multiple large-scale, multi-disciplinary programs with airport and City-wide impact. The requested classification is Aviation Program Manager (819-E).

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CE2950	Aviation Program Manager	819-E (\$100,363 - \$160,581)

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 May 5, 2016 at 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 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 **Thursday, May 5, 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 May 3 2016**.

NEW CLASSJob Code:

CE2950

Classification Title:

Aviation Program Manager

Proposed Pay Grade

819-E (\$100,363 – 160,581)

Supervisory Level:

10 – Supervise by Position

EEO Code:

2 – Professionals

Medical Group:

Sedentary

FLSA:

Exempt

Synopsis:

The Department of Aviation requested a study of program and project management. It is recommended to create a new classification to capture the complex program management function for the role responsible to oversee multiple large-scale, multi-disciplinary programs with airport and City-wide impact. The requested classification is Aviation Program Manager (819-E).

Pay Rationale:

The proposed pay grade for the Aviation Program Manager is 819-E. Internal equity was used to determine the pay grade for this classification to the Principal Project Manager, 821-E. The Principal Project Manager at Denver International Airport oversees all projects and programs and supervises lower level project managers who oversee all projects, and will supervise this proposed new class as well. The Aviation Program Manager will oversee large programs and projects which are related to the overall result or goal and will be responsible for managing the largest and most complex programs with City-wide and airport impact. It is recommended to establish the Aviation Program Manager at pay grade 819-E, which creates a relationship of -2 pay grades to the Principal Project Manager. The pay grade of the Principal Project Manager is set based on a relationship to the Engineer/Architect Director, 821-E, a market benchmark.

Employee Impact:

This is a new class.

Budget Impact:

This is a new class and there is no cost impact at this time.

Organizational Data:

This class will report to the Principal Project Manager, who reports to a Deputy Manager of Aviation, who reports to a Deputy Executive Director of Aviation, who reports to the Manager of Aviation.

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.