

**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 18, 2015**

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 #1510**

**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:** Blair Malloy
- **Phone:** 720-913-5631
- **Email:** blair.malloy@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 Airport Communications Center Specialist, pay grade 616-A. We are also changing the titles of Aviation Emergency Dispatcher and Aviation Operations Representative to Airport Emergency Dispatcher and Airport Operations Representative. Lastly, we are changing to title of Aviation Operations Representative Supervisor to Airport Communications Center Supervisor.

**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. 1510**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: September 3, 2015  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Airport Communications Center Specialist, pay grade 616-A. We are also changing the titles of Aviation Emergency Dispatcher and Aviation Operations Representative to Airport Emergency Dispatcher and Airport Operations Representative. Lastly, we are changing to title of Aviation Operations Representative Supervisor to Airport Communications Center Supervisor.**

It is proposed to create a new classification, Airport Communications Center Specialist, at pay grade 616-A. This is the result of a request by Denver International Airport to support a flexible work environment at their communications center. This new class will allow staff to gain additional skills, cross-train, and provide career opportunities while being able to effectively respond a variety of routine and emergency situations handled through the communications center.

It is also proposed to change the titles other classes in this series to better describe the work performed by the unit. The titles of Aviation Emergency Dispatcher and Aviation Operations Representative are proposed to be changed to Airport Emergency Dispatcher and Airport Operations Representative, who are lower level classifications that would become a progressive class series to the new class and would perform leadwork over these classes. It is also proposed to change the titles of the Aviation Operations Representative Supervisor to Airport Communications Center Supervisor, who is the supervisor of this unit.

### **NEW CLASS**

**Proposed Classification Title:**  
Airport Communications Center Specialist

**Proposed Pay Grade & Range**  
616-A (\$43,170 – 63,028)

### **REVISED CLASS SPECIFICATIONS INCLUDING TITLE CHANGES**

<b><u>Job Code:</u></b>	<b><u>Current Classification Title:</u></b>	<b><u>Proposed Classification Title</u></b>
CA2810	Aviation Emergency Dispatcher	Airport Emergency Dispatcher
CA2486	Aviation Operations Representative	Airport Operations Representative
CA2487	Aviation Operations Representative Supervisor	Airport Communications Center Supervisor

**Pay Grade & Range:**

615-A (\$41,291 – 60,285)  
615-A (\$41,291 – 60,285)  
807-A (\$48,244 – 77,190)

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 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 Meredith Crème [meredith.creme@denvergov.org](mailto:meredith.creme@denvergov.org) Office of Human Resources, in care of Alena Duran [alena.duran@denvergov.org](mailto:alena.duran@denvergov.org) by 8:00 a.m. on **Wednesday, September 16, 2015**. 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 15, 2015**.

**NEW CLASSIFICATION**

Job Code: Classification Title:  
CA2928 Airport Communications Center Specialist

Pay Grade:  
616-A (\$43,170 – 63,028)

Supervisory Level: EEO Code: Medical Group:  
2 – Leadworker 5 – Paraprofessionals Sedentary

FLSA:  
Non-Exempt

**REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE**

Job Code: Current Classification Title:  
CA2810 Aviation Emergency Dispatcher  
CA2486 Aviation Operations Representative  
CA2487 Aviation Operations Representative Supervisor

Proposed Classification Title:  
Airport Emergency Dispatcher  
Airport Operations Representative  
Airport Communications Center Supervisor

Pay Grade:  
615-A (\$41,291 – 60,285)  
615-A (\$41,291 – 60,285)  
807-A (\$48,244 – 77,190)

Supervisory Level: EEO Code: Medical Group:  
3 – None 4 – Protective Services Sedentary  
3 – None 5 – Paraprofessionals Sedentary  
6 – First Level Supervisor 5 – Paraprofessionals Sedentary

FLSA:  
Non-Exempt  
Non-Exempt  
Exempt

Synopsis:  
It is proposed to create a new classification, Airport Communications Center Specialist, at pay grade 616-A. This is the result of a request by Denver International Airport to support a flexible work environment at their communications center. This new class will allow staff to gain additional skills, cross-train, and provide career opportunities while being able to effectively respond to a variety of routine and emergency situations handled through the communications center.

It is also proposed to change the titles of other classes in this series to better describe the work performed by the unit. The titles of Aviation Emergency Dispatcher and Aviation Operations Representative are proposed to be changed to Airport Emergency Dispatcher and Airport Operations Representative, who are lower level classifications that would become a progressive class series to the new class and would perform leadwork over these classes. It is also proposed to change the titles of the Aviation Operations Representative Supervisor to Airport Communications Center Supervisor, who is the supervisor of this unit.

Pay Rationale:  
It is proposed to set the pay grade for the Airport Communications Center at pay grade 616-A. This is based on the current practice to set the pay grade for leadworker classes in a series one pay grade over the classes who they perform lead work. This is based on internal equity to the Airport Emergency Dispatcher and Airport Operations Representative, who are both at pay grade 615-A. Both of these classes are market benchmarks.

Employee Impact:  
There is no immediate employee impact, although Airport Communications Center Specialist will be designated as a progressive series and employees will be able to reallocate once they meet the minimum qualifications for the new class.

Budget Impact:

There is no budget impact. The Airport Communications Center Specialist is a new class.

Organizational Data:

The Airport Emergency Dispatcher, Airport Operations Representative, and Airport Communications Center Representative will report to the Airport Communications Center Supervisor, who reports to an Operational Supervisor II, who reports to a Section Manager of Aviation Operations, who reports to a Director of Aviation Operations, a Deputy Manager of Aviation, who reports to Deputy Executive Director of Aviation, a Manager of Aviation appointee, who ultimately reports to the Manager of Aviation, an appointee of the Mayor.

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.