

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: **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 #1508**

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 Aviation Snow Removal Operator, pay grade 615-J.

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. 1508

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 Aviation Snow Removal Operator, pay grade 615-J.

The Office of Human Resources was asked to review on-call classifications responsible to remove snow at Denver International Airport as part of the Snow Fighter program. Specifically, there is a need to hire individuals with heavy equipment operator experience but may not have a commercial drivers' license at the time of hire. The current practice is to use a lower level classification and provide additional pay premiums in the form of equipment differential.

NEW CLASS

Proposed Classification Title:

Aviation Snow Removal Operator

Proposed Pay Grade & Range

615-J (\$38,464 – 56,157)

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 Office of Human Resources, in care of Alena Duran 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 at (720) 913-5168 no later than **Tuesday September 15, 2015**.

NEW CLASSIFICATIONJob Code:

CJ2923

Classification Title:

Aviation Snow Removal Operator

Pay Grade:

615-J (\$38,464 – 56,157)

Supervisory Level:

3 – None/Incidental

EEO Code:

8 – Service Maintenance

Medical Group:

Heavy Physical

FLSA:

Non-Exempt

Synopsis:

The Office of Human Resources was asked to review on-call classifications responsible to remove snow at Denver International Airport as part of the Snow Fighter program. Specifically, there is a need to hire individuals with heavy equipment operator experience but may not have a commercial drivers' license at the time of hire. The current practice is to use a lower level classification and provide additional pay premiums in the form of equipment differential.

The Aviation Snow Removal Operator would provide operational efficiencies for the Snow Fighter program. This new classification would reduce the time spent on administrative paperwork during winter storms. In addition, it will attract more qualified applicants, which will reduce the time spent selecting applicants for open positions during the recruitment process. There are a large number of on-call employees, up to 80, needed each year to ensure snow removal is handled effectively and efficiently. The Aviation Snow Removal Operator classification would allow DIA to hire these individuals, typically with experience operating a variety of construction equipment, and DIA would provide incumbents with additional training to assist with obtaining their commercial drivers' licenses while providing snow removal during winter storms.

Pay Rationale:

This classification is proposed to be a part of the Equipment Operator classification series. The four levels of classifications currently in this series are the Equipment Operator, 613-J, Equipment Operator Specialist, 614-J, Heavy Equipment Operator, 616-J, and Power Shovel Operator, 617-J. Pay within this series is set based a combination of the external market and internal relationships. The market benchmark classification is the Heavy Equipment Operator. This data is then used to establish the internal relationships for the other classes in the series. These relationships are based on the individual pieces of equipment in operation within one of the four levels using the features and specifications of the highest level of equipment operated.

It is proposed to set the pay grade for the Aviation Snow Removal Operator at 615-J. This would establish a -1 pay relationship to the Heavy Equipment Operator. This relationship is proposed due to the Aviation Snow Removal Operator's operation of snow-related equipment only, when compared to the variety of construction, building, and maintenance equipment used by the Heavy Equipment Operator throughout the year, which requires a commercial drivers' license at time of hire.

Employee Impact:

Any current on-call employees participating in the Snow Fighter program at DIA in Airport Infrastructure Maintenance would be eligible to move to the new class.

Budget Impact:

Because this is a new on-call classification, there is no immediate budget impact.

Organizational Data:

The Aviation Snow Removal Operator will report to supervisors and management within Airport Infrastructure Maintenance.

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.