

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 15, 2018**

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 #1559 – Deputy Director of Aviation**

3. Requesting Agency: Office of Human Resources

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

- Name: Blair Malloy
- Phone: 720-913-5631
- Email: blair.malloy@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
- Phone: 720-913-5643
- Email: Nicole.deGioia-Keane@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 creating a new classification called Deputy Director of Aviation at pay grade A-822.

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. 1559

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: February 15, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification called Deputy Director of Aviation at pay grade A-822.

It is proposed to create a new classification for Denver International Airport to provide an additional management level for executive support and will be the highest level of management reporting to aviation appointees. The proposed classification, Deputy Director of Aviation, will provide a career path opportunity for airport management into senior executive levels.

NEW CLASS

Proposed Title

Deputy Director of Aviation

Proposed Pay Grade

A-822 (\$136,136-\$176,977-\$217,818)

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 Executive Director of the Office of Human Resources 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 1, 2018 at 4:30 PM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 28, 2018**. 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, February 27, 2018**.

NEW CLASSIFICATION

Job Code: CA3069 Classification Title: Deputy Director of Aviation Pay Grade: A-822 (\$136,136 – 176,977 – 217,818)

Supervisory Level: 3 – Executive EEO Code: 1 – Officials/Administrators Medical Group: Sedentary FLSA: Exempt

Synopsis:

It is proposed to create a new classification for Denver International Airport to provide an additional management level for executive support and will be the highest level of management reporting to aviation appointees. The proposed classification, Deputy Director of Aviation, will provide a career path opportunity for airport management into senior executive levels.

Pay Rationale:

It is proposed to set the pay grade for the Deputy Director of Aviation at A-822. This is based on a review of internal equity to the Deputy Manager of Aviation, A-821. The Deputy Manager of Aviation is a benchmark classification whose pay grade is set based on market data. Although both are director-level management classifications, given the higher-level responsibility, oversight, and scope of the Deputy Director of Aviation, it is recommended to establish a relationship of +1 pay grade for the Deputy Director of Aviation to the Deputy Manager of Aviation.

Employee Impact:

Since this is a new classification, there is no employee impact.

Budget Impact:

There is no budget impact. This is a new class.

Organizational Data:

This will be used at Denver International Airport, and will report to the Executive Director of Aviation, who are appointees of and report to the Manager of Aviation, a mayoral appointee.

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.