

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11:00am on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: **May 19, 2023**

Please mark one: **Bill Request** or **Resolution Request**

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
- Dedication/Vacation** **Appropriation/Supplemental** **DRMC Change**
- Other: Classification & Pay Plan Update**

2. Title: Approves Classification Notice #1771

3. Requesting Agency: Office of Human Resources

4. Contact Person:

| | |
|--|---|
| Contact person with knowledge of proposed ordinance/resolution | Contact person to present item at Mayor-Council and Council |
| Name: Gina Splatt | Name: Gina Splatt |
| Email: Gina.Splatt@flydenver.com | Email: Gina.Splatt@flydenver.com |

5. General description or background of proposed request. Attach executive summary if more space needed:

The proposed change amends the Classification and Pay Plan by changing the pay grade of Airport Operations Representative, Airport Emergency Dispatchers, Airport Comm Center Specialist, and Airport Comm Center Supervisor.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

| <i>Current Contract Amount</i> (A) | <i>Additional Funds</i> (B) | <i>Total Contract Amount</i> (A+B) |
|---------------------------------------|--------------------------------|---------------------------------------|
| | | |
| <i>Current Contract Term</i> | <i>Added Time</i> | <i>New Ending Date</i> |
| | | |

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Classification Notice No. 1771

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 5, 2023
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of Airport Operations Representative, Airport Emergency Dispatchers, Airport Comm Center Specialist, and Airport Comm Center Supervisor.

The Denver International Airport requested a pay grade change for its Communication Center classifications: Airport Operations Representative, Airport Emergency Dispatcher, Airport Communications Center Specialist, and Airport Communications Center Supervisor. This classification series has sustained significant market pressures due to the competitiveness of recruiting as well as the complexity of the duties. DEN’s Communications Center coordinates the response and dispatch of emergency personnel including Denver Fire, Denver Police, Denver Health Paramedics, Airport Operations, and contracted Security to incidents that happen anywhere on and/or near DEN property. In 2022 the team handled over 219,000 calls combined, just under 4.5 million radio transmissions, and 5.5 million transactions for security alarms, of which 60,000 of these required actions, such as dispatching Police, Fire, Medics, or Security. The Communications Center must remain staffed 24x7x365, however, the Communications Center current vacancy rate is 30%, with a staff strength efficiency of 47%. Because of a need to ensure appropriate staffing levels, it is recommended to raise the pay grades to re-align them with the Department of Safety’s classifications, whose pay grades were recently raised due to similar needs and circumstances.

PAY GRADE AND RANGE CHANGES

| <u>Current Classification Title</u> | <u>Current Pay Grade & Range</u> | <u>Proposed Pay Grade & Range</u> |
|-------------------------------------|--------------------------------------|---------------------------------------|
| Airport Operations Representative | NE-13 (\$24.90-\$31.12-\$37.35) | NE-16 (\$29.07-\$37.06-\$45.06) |
| Airport Emergency Dispatchers | NE-13 (\$24.90-\$31.12-\$37.35) | NE-16 (\$29.07-\$37.06-\$45.06) |
| Airport Comm Center Specialist | NE-14 (\$25.87-\$32.99-\$40.10) | NE-17 (\$30.82-\$32.29-\$47.77) |
| Airport Comm Center Supervisor | EX-09 (\$63,801-\$84,536-\$105,272) | EX-11(\$74,417-\$98,603-\$122,788) |

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, May 18, 2023, at 9:00 AM** in the Webb Municipal Building, Career Service Hearings Office on the 1st floor, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, May 18, 2023**. 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 Cinthia Febres-Sutherland at Cinthia.Febres-sutherland@denvergov.org at 720-337-6447 no later than noon on **Tuesday, May 16, 2023**.

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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 OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____