

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **9 a.m. Friday**. Contact the Mayor’s Legislative team with questions

Date of Request: **July 22, 2024**

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 Notices #1805, #1806, #1807, #1808, #1809, #1810, #1811, #1812, #1813, #1815, #1816, #1817, #1818, #1819, #1820

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Blair Malloy	Name: Blair Malloy
Email: blair.malloy@denvergov.org	Email: blair.malloy@denvergov.org

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

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

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 (including any dba's):

Contract control number (legacy and new):

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: _____

To: Denver City Council

From: Kathy Nesbitt, OHR Executive Director
Carla Anthony, OHR Deputy Executive Director
Nicole de Gioia-Keane, Classification and Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: July 22, 2024

Subject: Changes to the Classification & Pay Plan **Not** Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of January 1, 2024, through June 30, 2024.

For this timeframe, there are 15 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1805 – Social Case Worker Staff
- Classification Notice 1806 – Nursing Program Manager
- Classification Notice 1807 – Custodial Services Supervisor
- Classification Notice 1808 – Airport Operations Director
- Classification Notice 1809 – Airfield Operations Officer
- Classification Notice 1810 – Ramp Tower Controller
- Classification Notice 1811 – Airport Emergency Operations Specialist
- Classification Notice 1812 – Project Manager Engineering Supervisor
- Classification Notice 1813 – Maintenance Control Supervisor
- Classification Notice 1815 – Workers Compensation Administrator
- Classification Notice 1816 – Aviation Security Badging Agent Series
- Classification Notice 1817 – Court Collections Coordinator
- Classification Notice 1818 – Library Supervisor
- Classification Notice 1819 – Construction Manager
- Classification Notice 1820 – Executive Director City Council Staff

The next submission will be in January 2025 for small-impact changes provisionally approved by the OHR Executive Director for the period of July 1, 2024, through December 31, 2024.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1805

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: February 16, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the job title of Social Case Worker Staff to Social Case Worker Coordinator.

The Office of Human Resources Classification and Compensation Division is proposing to optimally align the title for the Social Case Worker Staff classification with the city’s titling convention for non-exempt classifications. The Department of Human Services is in agreement with the proposed title revision. This is a title change only.

JOB TITLE CHANGES

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
Social Case Worker Staff	Social Case Worker Coordinator	NE-11 (\$22.76 - \$28.45 - \$34.14)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, February 29, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1806

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 1, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade and range of the Nursing Program Manager.

The Department of Public Health and Environment (DPHE) requested that the Office of Human Resources (OHR) review the pay grade of the Nursing Program Manager. This job classification is used by DPHE and the Department of Finance Risk Management Division. DPHE has expanded operations which now include provision of healthcare support in the community and need a job classification to supervise Registered Nurses and Nurse Practitioners, while also providing direct patient care and services in the community as a Registered Nurse. The existing Nursing Program Manager classification performs first line supervisory duties overseeing nurses and is required to be an Registered Nurse, however, its pay grade is proposed to increase by two pay grades to enable this job classification to supervise a broader set of nursing positions, including both Registered Nurses and Nurse Practitioners, and to more clearly define career paths and reporting relationships in both departments.

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Nursing Program Manager	EX-11 (\$76,426.00-101,265.00-126,103.00)	EX-13 (\$89,144.00-118,116.00-147,088.00)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 14, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1807

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 1, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of the Custodial Services Supervisor.

The Office of Human Resources was requested by the Denver Public Library to review the pay grade assignment of the Custodial Services Supervisor classification due to a pay grade compression with the Custodial Supervisor, which is a direct report of the Custodial Services Supervisor. Since both classifications are in the NE-09 pay grade, it is recommended to increase the pay grade of the Custodial Services Supervisor to NE-11. This will appropriately align its pay grade with the NE-11 Building and Grounds Supervisor, as both classifications supervise similar types of custodial and utility worker job classifications.

PAY GRADE CHANGE

<u>Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Custodial Services Supervisor	NE-09 (\$20.26-\$25.32-\$30.39)	NE-11 (\$22.76-\$28.45-\$34.14)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 14, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1808

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 8, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Airport Operations Director, and abolishing Airside Operations Director, Aviation Security Director, and Aviation Operations Director.

Denver International Airport (DEN) Airport Operations has requested a new classification to allow management flexibility and to better align with the division’s airport contract and security operations. The proposed new classification is Airport Operations Director, proposed to be at pay grade EX-17. This new classification will combine the duties of and therefore replace three existing EX-17 classifications which are proposed to be abolished: Aviation Security Director, Airside Operations Director, and Aviation Operations Director.

NEW CLASSIFICATION

<u>Job Code & Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3477 Airport Operations Director	EX-17 (\$119,033-\$1690,695-\$202,356)

ABOLISHED CLASSIFICATIONS

<u>Job Code & Classification Title</u>	<u>Current Pay Grade & Range</u>
CA2757 Airside Operations Director	EX-17 (\$119,033-\$160,695-\$202,356)
CA2760 Aviation Security Director	EX-17 (\$119,033-\$160,695-\$202,356)
CA2822 Aviation Operations Director	EX-17 (\$119,033-\$160,695-\$202,356)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 21, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1809

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 8, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the job title of Airport Operations Officer Airfield and Ramp Tower to Airfield Operations Officer.

Denver International Airport has requested to separate the Airport Operations Officer Airfield and Ramp Tower (NE-17) into two separate classifications. Historically the employees in this classification would rotate every two weeks between the airfield and ramp tower but this is no longer the airport’s practice. The Airport Operations Officer Airfield and Ramp Tower is proposed to change title to Airfield Operations Officer (NE-17) to capture the current classification’s duties specific to the airfield. This title change will provide clarity and distinction between these two types of positions and will better capture the specific duties performed by incumbents working on the airfield. Additionally, the classification specification will be updated to better describe the duties of this classification. A separate classification of Ramp Tower Controller will be created concurrently to capture the duties and responsibilities of employees in the ramp tower. The Ramp Tower Controller controls the movement of aircraft and serves as focal point for the safe, efficient, and expeditious flow of aircraft traffic. The Airfield Operations Officer identifies and coordinates corrective action for non-movement area abnormalities such as construction activities, aircraft conflicts, and aircraft emergencies.

JOB TITLE CHANGES

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
Airport Operations Officer Airfield and Ramp Tower	Airfield Operations Officer	NE-17 (\$31.65-\$40.36-\$49.06)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 21, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1810

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 8, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Ramp Tower Controller.

Denver International Airport has requested to separate the Airport Operations Officer Airfield and Ramp Tower (NE-17) into two separate classifications. Historically the employees in this classification would rotate every two weeks between the airfield and ramp tower but this is no longer the airport’s practice. It is proposed to create the Ramp Tower Controller (NE-17) to capture the current classification’s duties specific to the ramp tower. This new classification will provide clarity and distinction between these two types of positions and better describe the specific duties of incumbents working in the ramp tower. The current Airport Operations Officer Airfield and Ramp Tower is concurrently proposed to change title to simply Airfield Operations Officer (NE-17). The Ramp Tower Controller classification controls the movement of aircraft and serves as focal point for the safe, efficient, and expeditious flow of aircraft traffic. The Airfield Operations Officer identifies and coordinates corrective action for non-movement area abnormalities such as construction activities, aircraft conflicts, and aircraft emergencies.

NEW CLASSIFICATION

Job Code & Classification Title
CA3478 Ramp Tower Controller

Proposed Pay Grade & Range
NE-17 (\$31.65-\$40.36-\$49.06)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 21, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1811 – UPDATED POSTING

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 15, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade and range of the Airport Emergency Operations Specialist.

Denver International Airport has requested to change its Airport Emergency Operations Specialist classification from exempt to non-exempt. This classification is required to work in a 24/7 shift environment 365 days a year. Airport management has made recurring requests for exempt overtime exceptions under Career Service Rule 9-93, and as a result, has determined that it is administratively burdensome to continue to make these requests. This job classification is only used by the Airport and this change will not impact any other job classifications. It is proposed to set this job classification’s pay grade at NE-20, the nearest non-exempt pay grade to EX-11 based upon a comparison of midpoints.

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Airport Emergency Operations Specialist	EX-11 (\$76,426-\$101,265-\$126,103)	NE-20 (\$37.69-\$48.06-\$58.42)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, March 28, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1812

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: March 29, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Project Manager Engineering Supervisor.

The Department of Transportation and Infrastructure (DOTI) has requested a new classification to supervise Project Manager Engineering I's and II's for construction, engineering, or scientific projects. Currently DOTI uses the Engineer/Architect Supervisor classification for this purpose which requires a Professional Engineering (PE license) and an engineering or architecture degree; however, the Project Manager I and II allow broader degrees and there is not a licensure requirement for these classifications. As a result, the degree and PE license requirement has become a barrier for those employees seeking a higher level of responsibility than overseeing projects in DOTI. Because of this, it is proposed to create a Project Manager Engineering Supervisor at EX-15, which is one pay grade higher than EX-14 Project Manager Engineering II.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CE3476	Project Manager Engineering Supervisor	EX-15 (\$103,977-\$137,770-\$171,562)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, April 11, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1813

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: April 19, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade and range of the Maintenance Control Supervisor.

Denver International Airport has requested to change its Maintenance Control Supervisor job classification from exempt to non-exempt. This first level supervisor classification oversees various maintenance activities and staff on a 24/7 and 365 days a year basis at the airport. These first level supervisors are required to work overtime during snow removal, incident management, and emergency management situations. This classification is currently only used by the airport and this change will not impact any other job classifications.

PAY GRADE AND RANGE CHANGES

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Maintenance Control Supervisor	EX-07 (\$56,176-\$74,433-\$92,690)	NE-15 (\$28.16-\$35.91-\$43.65)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, May 02, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1815

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 3, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Workers Compensation Administrator.

Denver International Airport (DEN) has requested adding a new classification that will focus on workers compensation cases in partnership with the City and County of Denver’s Department of Finance Risk Management. This classification will be responsible for workers compensation claims management that entails communication with injured workers, managers, insurance adjusters, and healthcare providers to lower claims costs and loss of work hours at DEN. It is proposed to assign this job classification to EX-10 pay grade based upon market data.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CA3480	Workers Compensation Administrator	EX-10 (\$70,765-\$93,764-\$116,762)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, May 16, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1816

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 31, 2024
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the classification title and pay grade of Aviation Security Agent II (NE-10) to Aviation Security Badging Agent (NE-11) and Aviation Security Agent III (NE-11) to Aviation Security Badging Agent Lead (NE-12) and changing the pay grade of Aviation Security Technician from NE-11 to NE-13.

Denver International Airport (DEN) Security leadership have requested that the Office of Human Resources apply changes to the Aviation Security classifications because DEN has been struggling to recruit talent to fill these critical roles. First, it is proposed to make job title revisions to reflect the work performed. Second, because of differences in work complexity relative to other classifications at DEN, it is proposed to raise the pay grade of the Aviation Security Agents by one pay grade, and the Aviation Security Technician by two pay grades given the additional complex duties performed, based on a comparison to the Aviation Customer Service Agent classification series.

TITLE & PAY GRADE CHANGE

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Aviation Security Agent II	Aviation Security Badging Agent	NE-10 (\$21.47-\$26.84-\$32.21)	NE-11 (\$22.76-\$28.45-\$34.14)
Aviation Security Agent III	Aviation Security Badging Agent Lead	NE-11 (\$22.76-\$28.45-\$34.14)	NE-12 (\$24.11-\$30.14-\$36.17)

PAY GRADE CHANGE ONLY

<u>Current Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Aviation Security Technician	NE-11 (\$22.76-\$28.45-\$34.14)	NE-13 (\$25.57-\$31.96-\$38.36)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 13, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1817

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: May 24, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Court Collections Coordinator.

Denver County Court (DCC) has requested the Office of Human Resources (OHR) to create a new classification, Court Collections Coordinator. This classification will be responsible for coordinating the collection of court assessed fines and fees. It is proposed to assign this new classification a pay grade of NE-12 due to its similarity to a role within the Colorado Judicial Branch which performs comparable duties supporting the district court, and due to its duties being of a similar complexity to the DCC’s Judicial Assistant II job classification. This new classification would also enable future promotional opportunity for current employees within the DCC.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CN3482	Court Collections Coordinator	NE-12 (\$24.11-\$30.14-\$36.17)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 6, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1818

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: June 7, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Library Supervisor.

Denver Public Library requested a new classification that would be responsible for supervising professional librarians and library support staff engaged in overseeing library collections, reference and advisory services, customer services, community outreach, and technical computer access and support within the central library. It is proposed to assign EX-10 pay grade/range because its duties and responsibilities are similar to the Library’s EX-10 Library Branch Supervisor classification, whose duties are performed at the branch locations whereas this new classification’s duties are to be performed at the central location.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
LA3486	Library Supervisor	EX-10 (\$70,765-\$93,764-\$116,762)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 20, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1819

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: June 7, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Construction Manager.

The Department of Transportation and Infrastructure (DOTI) has requested a new classification to manage project delivery by leading employees involved in the project management and inspection of the construction phase of multiple projects. This includes managing supervisors, project managers, project inspectors, and other associated staff. DOTI currently uses the Manager Engineering and Science which is a broad classification used throughout the city which does not describe the work or experience needed for this role. Because of this, it is recommended, based on market data, to create a Construction Manager at EX-16.

NEW CLASSIFICATION

<u>Job Code</u>	<u>Classification Title</u>	<u>Proposed Pay Grade & Range</u>
CE3481	Construction Manager	EX-16 (\$110,216 - \$148,792, \$187,367)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 20, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1820

To: Agency Heads and Employees
From: Kathy Nesbitt, Executive Director of the Office of Human Resources
Date: June 7, 2024
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade and range of the Executive Director City Council Staff.

The Office of Human Resources is proposing to increase the pay grade of the Executive Director City Council Staff by one grade to align the pay grade to other comparable agency executives across the city.

PAY GRADE AND RANGE CHANGES

<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
Executive Director City Council Staff	EX-15 (\$103,977-\$137,770-\$171,562)	EX-16 (\$110,216-\$148,792-\$187,367)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 20, 2024**. Please include a contact name and phone number so that we may respond directly.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

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