

**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: **April 7, 2017**

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 #1539 – Manager of Air Service Development**

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 changing the pay grade of Manager of Air Service Development from A-815 to A-817.**

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. 1539**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: March 24, 2017  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grade of Manager of Air Service Development from A-815 to A-817.**

Denver International Airport has requested a review of the pay grade for the Manager of Air Service Development. After a review of market data, it is proposed to change the current pay grade from A-815 to A-817.

**PAY GRADE CHANGE ONLY**

**Classification Title**

Manager of Air Service Development

**Current Pay Grade**

A-815 (\$82,276–\$106,959–\$131,642)

**Proposed Pay Grade**

A-817 (\$94,022–\$122,229–\$150,435)

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 April 6, 2017 at 4:30 PM** 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 Nicole de Gioia-Keane [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Susan Keller [susan.keller@denvergov.org](mailto:susan.keller@denvergov.org) by 8:00 AM on **Thursday, April 6, 2017**. 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 Alisha Gronniger [alisha.gronniger@denvergov.org](mailto:alisha.gronniger@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, April 4, 2017**.

**PAY GRADE CHANGE**

Job Code:      Classification Title:  
CA2632      Manager of Air Service Development

Current Pay Grade:                      Proposed Pay Grade  
A-815 (\$82,276 – 106,959 – 131,642)      A-817 (\$94,022 – 122,229 – 150,435)

Supervisory Level:                      EEO Code:                      Medical Group:                      FLSA:  
7 – First Level Supervisor                      2 - Professionals                      Sedentary                      Exempt

**Synopsis:**

Denver International Airport has requested a review of the pay grade for the Manager of Air Service Development. After a review of market data, it is proposed to change the current pay grade from A-815 to A-817.

**Pay Rationale:**

It is proposed to change the pay grade for the Manager of Air Service Development from A-815 to A-817. Market data was used from Airport Council International 2016 position of Manager of Air Service Development. Data was collected specifically from Category X airports, which is a designation from the Department of Homeland Security for the largest airports with highest security risks and who are considered comparable to Denver International Airport's size and operations. This data was aged to 2017 and was adjusted using the current Economic Research Institute geographic adjustment factor for the Denver market. This recommendation will provide a difference between the adjusted market range midpoint rate, \$123,239, to the range midpoint of A-817, \$122,229, of 0.8%.

**Employee Impact:**

This will affect one employee.

**Budget Impact:**

There is no cost to move the incumbent; this employee will move pay-to-pay.

**Organizational Data:**

The impacted employee is located at Denver International Airport and oversees the Air Service Development division.

**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.