



**DENVER**  
THE MILE HIGH CITY

**Career Service Authority**

Denver's Human Resource Agency

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## **Career Service Authority Board Meeting #2112**

### **Minutes**

**Thursday, January 15, 2009**

**9:00 A.M.**

**Webb Municipal Building**

**201 W. Colfax, Fourth Floor, Room 4.F.6 and 4.G.2**

**Luis Toro (Co-Chair)**  
**Tom Bonner (Co-Chair)**  
**Felicity O'Herron**  
**Nita Henry**  
**Patti Klinge**

**I. Opening: The Board meeting opened at 9:03 a.m.**

**A. Approval of the Agenda for the January 15, 2009 Board Meeting**

*The Board approved unanimously Agenda for the January 15, 2009 meeting.*

**B. Approval of the Minutes for the December 18, 2008 Board Meeting**

*The Board approved unanimously the minutes for the December 18, 2008 meeting.*

**II. Board Comments: None**

**III. Director's Briefing:**

**A. Denver Employees Survey**

*Nicole Lucero-Holub & Lisa Herrera-Hodges from CSA presented the results from the Denver Employee Survey to the Board*

**IV. Public Comments: None**

**V. Approval to Post: None**

**VI. Public Hearing:**

**A. Public Hearing Notice No. 379 - modify the existing base wage and fringe benefits for the following class of workers of the prevailing wages for Window Cleaners.**

*Hameed Pousti presented the information to the Board for approval.*

*The Board approved Public Hearing Notice No. 379, 4-0 with Board Member Bonner abstaining.*



- B. Public Hearing Notice No. 380** - Proposed Revision of Career Service Rules 3-21 and 3-36, regarding changes in the selection process.

*Yvette Martinez & Peter Garritt presented the information to the Board for approval. They explained that it would only be an option, not a requirement. The Board stated that the entire recruitment process probably needed looking at as well. A few speakers spoke against the Notice stating that there would not be enough time for applicants to apply for jobs. Board Member Bonner stated that he wanted to see updates on how the process is working if the Notice passes.*

*The Board approved unanimously Public Hearing Notice No. 380 with following amended language:*

*Applicants who have taken an examination may retake the same examination if a classification is re-opened for recruiting or if the same examination is used in a recruitment for another classification.*

- C. Public Hearing Notice No. 381** - Proposed Revision of Career Service Rules 16-72 and 16-73, regarding written reprimands. **Note: The Public Hearing to consider this rules proposal has been tabled until further notice.**

- D. Public Hearing Notice No. 382** - Proposed Revision of Career Service Rule 5-84, regarding amendments to the ADA.

*Peter Garritt presented the information to the Board for approval.*

*The Board approved unanimously Public Hearing Notice No. 382 with a January 1, 2009 effective date.*

- E. Classification Notice No. 1284** - The proposed change amends the Classification and Pay Plan by adding Accounting Assistant I (612-V), Accounting Assistant II (613-V), Assessment Information Technician (612-V), Child Support Assistant (613-C), Licensing Technician (614-C), Medical Only Claims Adjuster (612-A), Motor Vehicle Supervisor (806-C), Motor Vehicle Technician I (613-C), Motor Vehicle Technician II (614-C), Operational Supervisor I (808-V), Tax Technician I (612-V), Tax Technician II (613-V) and Wastewater Data Technician (612-V). We are also changing the pay grades of Administrative Support Assistant IV from 612-C to 613-C, Administrative Support Assistant V from 613-C to 614-C, Supervisor of Administrative Support I from 805-C to 806-C and Supervisor of Administrative Support II from 807-C to 808-C.

*Pat Anderson presented the information to the Board for approval. She stated that she was revising the classification based upon an employee survey.*

*The Board approved unanimously Classification Notice No. 1284.*

- F. Classification Notice No. 1285** - The proposed change amends the Classification and Pay Plan by adding 3-1-1 Customer Service Specialist.

*Paul Wiberg presented the information to the Board for approval. He stated that the specialist was needed based upon a study at 3-1-1 to provide a career path.*

*The Board approved unanimously Classification Notice No. 1285.*

- G. Classification Notice No. 1286** - The proposed change amends the Classification and Pay Plan by deleting Security Manager, Criminal/Civil Investigator Specialist and Administrative Hearings Technician.

*Hameed Pousti presented the information to the Board for approval. He stated that the agencies were not using the classifications.*

*The Board approved unanimously Classification Notice No. 1286.*

- H. Classification Notice No. 1287** - The proposed change amends the Classification and Pay Plan by changing the pay grades of Parks and Recreation Ranger from 605-G to 613-G and Lead Park Ranger from 614-G to 620-G.

*Roberta Monaco presented the information to the Board for approval. She stated that Park & Recreation had requested this because of difficulties in hiring and retention.*

*The Board approved unanimously Classification Notice No. 1287 with a March 1, 2009 effective date.*

- I. Classification Notice No. 1288** - The proposed change amends the Classification and Pay Plan by changing the pay grades of Staff Probation Officer from 615-N to 617-N, Associate Probation Officer from 617-N to 620-N, Senior Probation Officer from 620-N to 623-N, Electronic Monitoring Probation Officer from 618-N to 621-N, Probation Officer Supervisor from 810-N to 812-N, Diversion/Criminal Justice Officer from 617-N to 620-N and Diversion Officer Supervisor from 808-N to 810-N. Lastly, CSA is adding Electronic Monitoring Probation Officer – Lead and abolishing Electronic Monitoring Probation Officer Supervisor.

*Hameed Pousti presented the information to the Board for approval. He stated that a survey indicated that the new classification was needed.*

*The Board approved unanimously Classification Notice No. 1288.*

- J. Classification Notice No. 1289** - The proposed change amends the Classification and Pay Plan by adding Outreach Case Coordinator and Outreach Case Coordinator Supervisor.

*Tony Gautier presented the information to the Board for approval. He stated that the change was needed after a Human Services study on homeless programs should the need.*

*The Board approved unanimously Classification Notice No. 1289.*

**VII. New Cases: None**

**VIII. Pending Cases:**

- A. John Luna vs. Department of Safety, Appeal No. 42-07.**

*The Board unanimously affirmed the Hearing Officer's decision, 4-0 with Board Member O'Herron not present, with a written decision to be forthcoming.*

**IX. Executive Session:**

*The Board went into Executive Session at 10:55 a.m. to discuss pending cases and personnel matters.*

*The Board re-opened the Board Meeting at 11:28 a.m.*

**X. Adjournment:**

*The Board adjourned the meeting at 11:29 a.m.*