



**DENVER**  
THE MILE HIGH CITY

**Career Service Authority**

Denver's Human Resource Agency

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## **Career Service Authority Board Meeting #2109**

### **Minutes**

**Thursday, November 20, 2008**

**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**

**I. Opening: The Board meeting opened at 9:04 a.m.**

**A. Approval of the Agenda for the November 20, 2008 Board Meeting**

*The Board approved unanimously the Agenda for the November 20, 2008 meeting.*

**B. Approval of the Minutes for the November 6, 2008 Board Meeting**

*The Board approved unanimously the minutes for the November 6, 2008 meeting.*

**II. Board Comments: None**

**III. Director's Briefing:**

**A.** *Mr. Dolan discussed the CSA Total Compensation Study with the Board. He described the highlights and future plans as well as touching upon the PEP/PEPR process. Finally, he also talked about how the Employee Survey results would fit into the Study.*

**IV. Public Comments: None**

**V. Approval to Post: None**

**VI. Public Hearing:**

**A. Classification Notice No. 1278** - The proposed change amends the Classification and Pay Plan by changing the pay grade of Golf Starter/Ranger from 605-G to 212-Y.

*Melissa Palmer presented the information to the Board for approval. She stated that the classification was based upon a reorganization in the Golf Division, a Mountain States survey and pay data from gold courses in the Denver Metro area.*

*After listening to several Golf Division employees and the Board having some questions and concerns, the Board voted unanimously to table Classification Notice No. 1278 until the December 4, 2008 meeting.*

- B. Classification Notice No. 1279** - The proposed change amends the Classification and Pay Plan by adding Golf/Pro Shop Assistant.

*Melissa Palmer presented the information to the Board for approval. She stated that the classification was based upon a reorganization in the Golf Division, a Mountain States survey and pay data from gold courses in the Denver Metro area.*

*After listening to several Golf Division employees and the Board having some questions and concerns, the Board voted unanimously to table Classification Notice No. 1278 until the December 4, 2008 meeting.*

- C. Classification Notice No. 1280** - The proposed change amends the Classification and Pay Plan by adding Payroll Supervisor, Payroll Accountant, Lead Payroll Associate, Senior Payroll Associate and Payroll Associate.

*Melissa Palmer presented the information to the Board for approval. She stated that was needed to help centralize the payroll process in the Controller's Office.*

*The Board approved unanimously Classification Notice No. 1280*

- D. Classification Notice No. 1281 – IT Pay Grade Changes.**

*Melissa Palmer presented the information to the Board for approval. She stated that Technology Services & other IT areas needed a review and used various surveys to recommend pay adjustments.*

*The Board approved unanimously Classification Notice No. 1281*

**VII. New Cases:**

- A. RONALDA MOUNJIM** vs. Department of Parks and Recreation, Appeal No. 87-07A.

*This case will be reviewed at the December 18, 2008 Board meeting.*

- B. GARY LUFT** vs. Department of Aviation, Appeal No. 43-08a.

*This case will be reviewed at the December 4, 2008 Board meeting.*

**VIII. Pending Cases: None**

**IX. Executive Session:**

*The Board went into Executive Session at 10:35 a.m. to discuss personnel matters.*

*The Board re-opened the Board Meeting at 10:52 a.m.*

**X. Adjournment:**

*The Board adjourned meeting at 10:53 a.m.*