

Career Service Authority Board Meeting #2091
Minutes
Thursday, February 21, 2008
9:00 A.M.
Webb Municipal Building
201 W. Colfax, Fourth Floor, Room 4.F.6 and 4.G.2

Tom Bonner
Luis Toro (Chair)
Ashley Kilroy (*absent*)
Kit Williams
Nita Henry (*absent*)

I. Opening

A. Approval of the Agenda for the February 21, 2008 Board Meeting

The Board approved unanimously the agenda for the February 21, 2008 meeting.

B. Approval of the Minutes for the February 7, 2008 Board Meeting

The Board approved unanimously the minutes for the February 7, 2008 meeting.

II. Board Comments: Board member Williams thanked Jeff Dolan, CSA Director and other staff members for representing the City at the Colorado Multi-cultural Career and Internship Fair on Feb. 20th and 21st.

III. Director's Briefing:

A. Equivalency for Training update from Marcia Cunningham, Training HR Supervisor.

The CSA Board members expressed interest in implementing a practice related to granting credits, units, or similar exchanges for completion of TOD internal training classes and programs. Such credit(s) could count toward or serve as equivalency for minimum education and/or experience requirement(s) for testing, recruitment, and/or selection qualifications for promotional opportunities.

It has been an on-going question whether CSA/TOD should seek accreditation for any of its coursework from external sources (e.g. Continuing Education Units (CEU) from the International Association for Continuing Education and Training (ACE) or similar accrediting body). Considerations include associated costs and a comprehensive and detailed review process. The ACE program is based on the idea that it is sound educational practice for colleges and universities to grant academic credit for high-quality educational programs conducted by a variety of organizations, provided that the courses are appropriate to an individual's academic degree program.

Overall, our research did not reveal any evidence of equivalency programs. The absence of data, models and best practices indicate that if the City implements such a program, it would be a groundbreaking effort.

LEAD and GOALS program participants have already met qualification requirements. To be accepted into a program, one must currently work at a supervisory or management level in the organization. As a result, allocating resources to the equivalency effort would be more beneficial if it is built into CSA's future workforce planning model.

CSA is in the process of creating a succession and workforce planning strategy. Looking toward the future, this concept of allowing a tradeoff of City specific training for experience should be included in the implementation phase of that strategy.

Board member Bonner thanked Marcia for keeping the Board updated and all the work she has done. He looked back to when CSA had trainee positions to allow employees who had some college experience to take a trainee position to get the experience for advancement. He would like Ms. Cunningham to continue moving forward with the plan and Board member Bonner felt this would help retain employees.

- B. Payroll Centralization Update: Jeff Dolan, CSA Director briefed the board on CSA's continuing work with the Controller's office. The 2 month window is coming up for the Controller's payroll area to move to the 4th floor in CSA, and Mr. Bruce Backer, Classification/Compensation/Benefits Director has been working with facilities management on this move. Mr. Dolan has also been working with the Controller's office and other Human Resource Directors on operational changes.
- C. FY 09 Budget Preparation: Jeff Dolan, CSA Director stated that CSA management will be working on its strategic plan and incorporate that into the 2009 budget preparation process.

IV. Public Comments: None

V. Approval to Post:

- A. Revisions to bilingual differential Rule 9-66 - presented by Peter Garritt, asking for revisions to this rule. Updates made to 9-66 A) removing "more than" and adding "or more", and 9-66 B) removing "beginning of pay period" and replacing with "first work week". For administrative purposes. 9-66 E) and F) which were added are listed below:

E. Employees in part time positions shall have bilingual differential pro-rated as follows based on the amount of hours regularly scheduled per week:

	<i>BASIC</i>	<i>MID-LEVEL</i>	<i>EXPERT</i>
<i>30-39 hours</i>	<i>\$37.50</i>	<i>\$56.25</i>	<i>\$75.00</i>
<i>20-29 hours</i>	<i>\$25.00</i>	<i>\$37.50</i>	<i>\$50.00</i>
<i>Less than 20 hours</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>

F. Employees on unpaid leave are not eligible to receive bilingual services differential during the period of unpaid leave.

This change was at the request of the Library because part time employees are paid the full time differential rate. Board member Williams asked if they have basic tests for (E). Mr. Garritt replied that originally the tests were at a basic level, and these tests have been expanded and now have different levels of differential pay based on the employee's expertise. Board member Toro inquired why employees who work less than half time and are required to use bilingual skills would not be eligible for bilingual differential. Mr. Garritt said this would reduce budgetary impact the way it is written, and this is open for comment from the board for any type of change to this proposal. Board member Bonner asked the rest of the Board members to look at the human resource end of this for their decision and asked whether City Council still needs to pass (City Council does not approve pay practices). Board member Toro is curious to know the number of persons that would be affected by the proposed change, and asked that Mr. Garritt look at the equity issues. Board member Bonner asked Ms. Davison, Board legal counsel, if the proposal could be changed at the time of the hearing without requiring re-posting, and she affirmed that it could. Board member Bonner asked how this rule would work if someone was on leave and whether they would receive shift differential during that time on leave. Mr. Garritt said that employees on leave are not eligible for shift differential but they are eligible for bilingual differential.

The Board approved unanimously to post for Public Hearing the changes to Rule 9-66.

At 9:25 the Board adjourned for a short break before the start of Public Hearing. The Board reconvened the meeting at 9:35 am.

VI. Public Hearing:

- A. Classification Notice No. 1258**, the proposed change amends the Classification and Pay Plan by adding City Council Clerk, and presented by Bruce Backer.

This classification is being created at the request of the City Council staff director. The former title of the incumbent, Senior Analyst, will be abolished as part of the analyst study. This will be a new, single incumbent class. The duties described in the class specification are not replicated in other classes in the City. The recommended pay grade for this class is 808A. This is based on internal relationships. Mr. Backer recommends that this new class be one pay grade higher than the Management Analyst II (807A) due to the unique nature of the work being performed by this class. This work involves creating and implementing a data tracking/data management resource to all legislative activity. The City Council Aide III is paid at pay grade 810A and is focused on complex policy analysis in support of City Council Members and represents City

Council Members at meetings. Mr. Backer is recommending a two pay grade differential with this classification. There is one employee in this class who will move pay to pay. The budget impact is none, and this class reports to the City Council Staff Director. The proposed effective date 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 re-allocations shall be the beginning of the first work week following approval by the Board.” No registered speakers.

The Board approved unanimously Classification Notice 1258.

The Board went into Executive session at 9:40 and reconvened the meeting 10:47.

VII. Pending Cases:

- A. Geoffrey Strasser** vs. Department of Parks and Recreation, and the City and County of Denver, Appeal # 44-07.

The Board ordered that the Hearing Officer’s Decision of October 16, 2007, is REVERSED as to CSR 16-60 O., AFFIRMED as to CSR 16-60Z., and MODIFIED to a 90 day suspension, consistent with the Board’s Findings herein. The written opinion to follow.

VIII. Executive Session: *The Board went into Executive session at 9:40 and reconvened the meeting 10:47.*

IX. Adjournment: *The Board adjourned the meeting at 10:48.*