

Career Service Authority Board Meeting #2093

MINUTES

Thursday, March 20, 2008

9:00 A.M.

Webb Municipal Building

201 W. Colfax, Fourth Floor, Room 4.F.2

Luis Toro (Co-Chair)
Tom Bonner (Co-Chair) (Absent)
Ashley Kilroy (Absent)
Kit Williams
Nita Henry

I. Opening:

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

The Board approved unanimously the agenda for the March 20, 2008 meeting.

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

The Board approved unanimously the minutes from the March 6, 2008 meeting.

II. Board Comments: None

III. Director's Briefing:

- A.** Payroll Centralization update: Jeff Dolan, Director of Career Service Authority (CSA) extended an invitation to the board members to tour the 1st floor recruitment area and let them know that we are planning to have an open house along with the Controllers office. Kathy Maloney will be planning this with Cindy Manuel from the Controllers office. John Shick will be meeting with the Linda Misegadis from the Controller's office to review the reception desk duties on the 1st and 4th floor. Mr. Dolan extended a thank you to Bruce Backer, Director over Benefits, Classification, and Compensation for doing an outstanding job on the move within our agency and working with facilities management. Mr. Dolan is continuing to meet with other HR Directors within the City on how to work together on human resource issues.
- B.** 2009 Budget Preparation: Jeff Dolan reviewed with the Board the two day budget meetings he has had with the Executive Team and Sr Staff Team to working on priorities, how to compile and report on data for the budget, look at the long range for programs and initiatives in CSA and what the financial impacts may be and how we go forward with these action items. Staff was excited about looking at the now and future outlook for Career Service. Mr. Dolan will provide notes and a draft of the budget to Board, and a note to the board that we are working with Finance/BMO on the initiatives.

IV. Public Comments:

Mr. Ridenour – Public Works employee and President of AFSCME Local 158 has a concern that was brought to him where they have found, after investigating, that there are numerous late PEPRs and PEPs in Public Works and other

agencies. Also while investigating, he felt the position being taken by CSA is that employees have no recourse as stated in rule 13-50C, "An employee may not grieve or appeal any other aspect of the Performance Enhancement Program", which limits what can be grieved. He is requesting that Career Service Rule 13-50 A rule be revised by the board to say, "An employee may grieve a performance evaluation for failure to file a timely performance evaluation". Co-Chair Toro stated that he has had questions on this rule also, with Mr. Dolan offering to meet with Mr. Ridenour and Rika Mead on this because Ms. Mead will be working on PEP's and PEPR's so that they are completed timely and felt this is a very important issue. Mr. Ridenour agreed to meet with Mr. Dolan and Ms. Mead.

V. Public Hearing: (9:15 a.m.)

- A. Public Hearing No 363** - Proposed removal of references to the 'Auditor' in the Career Service Rules and replacement with 'Department of Finance.' Peter Garritt, Employee Relations Supervisor reported to the Board that the Payroll functions have moved to Department of Finance and are no longer in the Auditor's Office. The proposed Rules change reflects this change.

The Board unanimously approved Public Hearing 363.

- B. Classification Notice No. 1259** - The proposed change amends the Classification and Pay Plan by adding Judicial Assistant I, Judicial Assistant II, Judicial Assistant III, and Judicial Assistant IV. CSA is also proposing to change the pay grade of County Court Parking Magistrate from 615-L to 618-L. Lori Mack, Classification/Compensation Analyst presented the changes to the Board. In an effort to create a functional career progression and clarify duties and responsibilities in Denver County Court, Court Administrators requested that Career Service Authority Staff conduct a comprehensive study on the positions of ASA IV, Court Technical Clerk & County Court Parking Magistrate. Although a comprehensive study was conducted in 2005 on Court Technical Clerk, this earlier study, in isolation, did not address career path/progression, competencies, and pay equity across divisions. The purpose of this most recent maintenance effort was to create a classification series that reflects the judicial activities/functions that occur throughout Denver County Court. Additionally, there was a need to align the classifications with a new training program called "Court Academy". As a result of the review and findings, it is recommended that a Judicial Assistant Series be created. This is a four part series. Judicial Assistant I and Judicial Assistant II will be in the progressive series program and the progression to Judicial Assistant III and Judicial Assistant IV are by promotion only. Based on the nature of the work, Judicial Assistant I, II, and III will remain in the clerical occupational group, however Judicial Assistant IV and will be placed in the legal occupational group. Judicial Assistant IV performs master level legal technical work supporting multiple divisions and various judges and judicial officers. Also as part of this study, County Court Parking Magistrates were reviewed to determine if they should be included in this newly created series. A thorough job analysis was conducted and it is recommended that only a job specification change (duties) and pay changes should occur to reflect the type and level of job impact, discretion and responsibility. This series was created to address the unique needs of Denver County Court. Although the title "Judicial Assistant" is widely used in the market, the duties and responsibilities in the community are not reflective of the various functional and operational areas specific to Denver Courts. Therefore, it was determined that internal equity comparisons were more appropriate. The Judicial Assistant I class is an entry level technical clerical class and is recommended at pay grade 612C. Pay is

recommended at this level based on an internal relationship to ASAIV which is also at 612 C. The Judicial Assistant II class is a full performance, independent technical clerical class and is recommended at pay grade 614 C. Pay is recommended at this level based on an approximately 2 pay grade difference with Judicial Assistant I. The Judicial Assistant III class which is the former Court Technical Clerk class which coordinates and supports a variety of complex functions of an assigned judge, judicial officer or specialized function is recommend at pay grade 616 C. Pay is recommended at this level based on an internal relationship with Legal Secretary at 616 C and it is also a 2 pay grade difference from Judicial Assistant II. The Judicial Assistant IV class is a master level specialized class performing legal technical work and is recommend at 618 L. This level is based on the internal relationship with County Court Parking Magistrate which is also recommended at 618 L. County Court Parking Magistrate (which is also a part of the career progression at County Court) performs quasi judicial functions such as conducting informal dispositions, arraignments and final hearings of defendants charged with municipal parking violations and is recommended at 618 L. This level is based on an internal relationship with Administrative Hearing Technician which is also at 618 L and Judicial Assistant IV which is also recommended at 618 L. An annual budget impact to Denver County Courts of \$16,516 will occur as a result of this study. Approval memos have been distributed to the Department and signature of the appointing authority is being obtained. Judicial Assistant I and Judicial Assistant II are in the progressive program and Judicial Assistant III and Judicial Assistant IV are by promotion only. Over approximately 200 employees at Denver County Court will be impacted in the current classifications of ASA IV and Court Technical Clerk. After full implementation, the existing classification of Court Technical Clerk will be abolished as it is replaced by Judicial Assistant III. One position at the CSA Hearings Office, currently in the Court Technical Clerk class will also be placed in this series.

Lori commended the court system staff on developing the court academy to assist their employees, and that she had a 100% job questionnaire return.

Terrie Cooke, Deputy Court Administrator and Orlando Vega, County Court Parking Magistrate thanked Lori Mack for the time and consideration she gave to all the staff, including taking time before work hours to meet with staff. For example, she attended a meeting at 5:30 in the morning!

Co-Chair Toro stated he was very familiar with the Court system and would be supporting this proposal.

The Board unanimously approved Classification Notice 1259.

VI. New Cases:

- A. Lois Brooks** vs. Department of Aviation, and the City and County of Denver, Appeal # 91-07. Decision will be on next Board agenda as a pending case.

Board moved to discuss the Brooks case at the April 3, 2008 meeting.

VII. Pending Cases: None

- VII. Executive Session:** The Board went into executive session at 9:25 a.m., and reopened meeting at 9:29 a.m.

- IX. Adjournment:** The March 20, 2008 Board meeting Adjourned at 9:30 a.m.