



**DENVER**  
THE MILE HIGH CITY

**Career Service Authority Board Meeting #2094**

**Minutes**

**Thursday, April 3, 2008**

**5:00 P.M.**

**Webb Municipal Building**

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

**Career Service Authority**

Denver's Human Resource Agency

201 W. Colfax, Department 412

Denver, CO 80202

p: 720.913.5751

f: 720.913.5720

www.denvergov.org/csa

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

**I. Opening**

**A. Approval of the Agenda for the April 3, 2008 Board Meeting**

*The Board approved unanimously the agenda for the April 4, 2008 meeting.*

**B. Approval of the Minutes for the March 20, 2008 Board Meeting**

*The Board approved the minutes three to one from the March 20, 2008 meeting with Co Chair Bonner abstaining because of absence.*

**II. Board Comments: None**

**III. Director's Briefing by Jeff Dolan, Career Service Director:**

- A.** Payroll Centralization - Internal process on operational issues and roles have been an issue since Centralized payroll has moved to the 4<sup>th</sup> floor, but they are being resolved through ongoing meetings with the Controllers Office.
- B.** FY 09 Budget Preparation – Career Service is preparing a replacement schedule for computers and wellness equipment in 2009. Equipment has not been replaced since our move to the building.
- C.** Our Training department has had many requests to share their training rooms with other agencies including Civil Service. The Training department is mapping out what our utilization will be so we can offer space that we are not using. Our goal is to lend a hand to other agencies.

**IV. Public Comments: None**

**V. Approval to Post: None**

*The Board went into Executive session at 5:07 to discuss pending case, and reopened the meeting at 5:18 p.m. for Public Hearing.*

**VI. Public Hearing:**

- A. Public Hearing No. 364 -** Correction to the wages for Window Cleaners issued on November 15, 2007. Hameed Pousti, Classification/Compensation Analyst presented the briefing for the correction.



On March 15, 2007 public hearing, the Career Service Board approved to amend prevailing wages paid to the Custodian as follows: "All contractors shall provide fringe benefits or cash equivalent at not less than the single rate amount. Contractors who offer health insurance shall provide an employer contribution to such insurance of not less than the 2-party or family rate for any employee who elects 2-party or family coverage. Contractors who offer such coverage will be reimbursed for their employer contributions at the above rates under any City contract incorporating this wage specification."

This amendment before the Board for approval is so it could be applied to the Window Cleaners as well as the Custodian class of workers. In addition, the overtime language, which was missing in the Window Washer's prevailing wages schedule, is also added back to the schedule for the Board to approve. Notice of the proposed correction was posted in the Daily Journal as well as on all bulletin boards for the public hearing as of Friday March 14, 2008. These changes/revisions are applicable *only to City contracts*, and these proposed changes are now being submitted to the Career Service Board for approval.

***The Board approved three to one on Public Hearing 364, Co Chair Bonner abstains due to conflict of interest.***

- B. Classification No. 1261** - The proposed change amends the Classification and Pay Plan by deleting Admin Clerk Typist, Case Worker I, Case Worker II, Chief Trial Deputy, Coordinator/Community Prosecution, Court Clerk I, Court Clerk II, Court Clerk III, Data Entry Clerk, File Clerk, Senior Clerical Supervisor, Senior Data Entry Clerk, Senior Support Services Clerk, Switchboard Operator /Receptionist, Technical Clerk and Victim Compensation Assistant.

Hameed Pousti, Classification/Compensation, said that there are no positions assigned to these classes and the agency (District Attorney's Office) has no plans to use them in the foreseeable future.

Bruce Backer, Director of Classification and Compensation added that this and the next meeting will have a full agenda because of items being cleaned up for pay survey.

***The Board unanimously approved Classification Notice 1261.***

- C. Classification No. 1262** - The proposed change amends the Classification and Pay Plan by adding Animal Care Attendant and Animal Care Supervisor. Hameed Pousti briefed the Board. Currently, the Denver Municipal Animal Shelter (DMAS) uses the "Senior Utility Worker", and the "Crew Supervisor", classifications for the positions performing the duties/responsibilities of its "Animal Care Attendant" and "Animal Care Supervisor." This has created some difficulties, specifically for recruiters to find qualified candidates. In order to correct the issue the agency requested that Career Service Authority create two new classes. "Animal Care Supervisor" (a working supervisory class), and "Animal Care Attendant" and conducted a market pay survey to establish the pay recommendations.

Doug Kelley, Manager in the Animal Care and Control Division of Environmental Health thanked Mr. Pousti for his hard work on these classifications. Mr. Kelley gave a brief history on how the Sr. Utility worker was established when agencies were asked to not create additional classifications. This classification will provide a tool to for the agency to recruit for employees with proper skills and is thankful for this change.

***The Board unanimously approved Classification Notice 1262.***

- D. Classification No. 1263** - The proposed change, presented by Pat Anderson, Classification/Compensation Analyst, amends the Classification and Pay Plan by adding Administrator I, Administrator II, Administrator III, Operational Supervisor I and Operational

Supervisor II. We are proposing to change the title and pay grade of Technical Support Supervisor (807-A) to Operational Supervisor I (808-A), and the pay grade of Court Division Supervisor from 809-A to 810-A. We are also proposing to abolish Aviation Materials Administrator, Compensation and Benefits Manager, Digital Imaging Administrator, Mental Health Counselor Training Administrator, Public Health Contract Administrator, Quality Review and Improvement Administrator, Senior Secretary and Terminal Operations Administrator.

As part of the Administrator Consolidation Study, CSA staff proposes to create three new administrator classes, Administrator I, II, and III. At the same time, CSA is abolishing a number of administrator classes that have not been used for some time, and after the study is completed, other administrator classes will also be abolished. Additionally, the Sr. Secretary and Compensation & Benefits Manager classes are being abolished since they are no longer viable classes.

CSA proposes to create two new supervisory classes, Operational Supervisor I and Operational Supervisor II. These classes were created to fill a need in the classification plan that allows for general first and second level supervisory classes in the professional occupational group. In the past, many second level supervisor positions have been reallocated to the Operations Administrator class because an Operations Administrator could perform either first or second level supervisory duties. The Operations Administrator class was used in lieu of creating a number of one-incumbent classes. Consequentially, it is time to create a second level supervisory class that accurately describes the work performed by employees who are assigned second level supervisory work.

The Court Division Supervisor was added to the study as the Court Division Supervisor is also responsible for supervising first-line supervisors who supervise technical employees. This will make the pay grades for second level supervisors consistent in the class plan.

The Operational Supervisor I class performs first level supervisory work and is meant to replace both the Administrative Operations Supervisor and Technical Support Supervisor classes as incumbents in both classes supervise technical, paraprofessional, and/or administrative employees. Therefore, the Technical Support Supervisor class will be abolished and the employees in that class will be moved to the Operational Supervisor I class. (The Administrative Operations Supervisor class will be abolished in the near future.) Additionally, incumbents in both the Operational Supervisor I and Operational Supervisor II classes perform a variety of operational functions.

The General Statement of Duties for the new classes are:

Administrator I: Performs a variety of specific administrative activities/projects of limited scope in a specialized, functional area which requires a thorough foundation in the principles and practices of the functional area in order to maintain and improve the efficiency and effectiveness of the function and provide supportive, interpretive, and advisory information to higher level administrators, managers, and/or other stakeholders.

Administrator II: Performs a variety of comprehensive, technical administrative activities within a specialized, functional area which requires a thorough foundation in the principles and practices of the functional area(s) in order to ensure efficient and effective administration and provide administrative direction to department(s) leaders in strategic efforts associated with the functional area.

Administrator III: Performs a variety of comprehensive, technical administrative activities that have city-wide impact within a specialized, functional area(s) which requires a thorough foundation in the principles and practices of the functions area(s), exercises overall responsibility for the functional area(s), and provides authoritative advice to top level managers and elected officials on matters of key importance to city goals, programs, and mission.

Operational Supervisor I: Performs supervisory duties over administrative, paraprofessional, and/or technical staff and supports professional and/or higher level supervisors/managers through the application of the principles of a particular discipline, profession, and/or field of study in order to accomplish the operational goals of the assigned area(s).

Operational Supervisor II: Performs second level supervisory work over a section(s) through subordinate supervisors of administrative, paraprofessional, and/or technical staff, provides leadership, direction, and long range/short term planning, and directs operational policy development and performance criteria for the assigned area(s) in conjunction with departmental plans and goals.

The following pay grades are recommended for the new classes:

Administrator I	810 A
Administrator II	812 A
Administrator III	814 A
Administrator I	811 V
Administrator II	813 V
Administrator III	815 V
Operational Supervisor I	808 A
Operational Supervisor II	810 A
Court Division Supervisor	810 A

The administrator classes will be created in both the Professional Occupational Group and the Fiscal Occupational Group.

At this time, employee impact cannot be determined for most of the employees involved in the study. CSA wants to establish the new classes in the class plan and then place employees in one of the new classes or other appropriate classes.

Currently, the budget impact for the Administrator Study and the new classes cannot be determined as most employees have not been reallocated into one of the new classes (an update will be provided when these classes go to the CSA Board for approval). However, we do know that there is a budget impact to County Count of \$264.00 per month.

The effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.

Ms. Anderson thanked Paul Wiberg and Melissa Palmer who assisted her with review of approximately 70 questionnaires that were received. Ms. Anderson advised the Board that she has not received all of the department letters advising the agency of staff changes and budget impact if any.

Board member Williams asked if the Board approval tonight required that all department budget approvals needed to be received for this study to be implemented. Ms. Anderson answered that City Council asked that letters go to departments as a courtesy. Mr. Backer added that City Council would not receive this classification study until all department letters were received. Board Members Williams and Toro requested that the board be notified if a department does not acknowledge. Ms. Anderson added that this would not go to General Government until the departments know the impact and this should be completed within two weeks. Co Chair Bonner asked if the study is completed first and if the budget impact is developed after study is completed. Ms. Anderson replied yes, and the Budget department is also notified so they know what is happening. Mr. Dolan added that if a department has a budgetary issue, CSA will work with department to review the work of employees affected within that department to determine whether there are other ways to accomplish work rather than the reallocation process. Board Member Henry asked whether classification changes are budgeted within an agency's budget. Mr. Backer answered no, since this is not a study

for just one department, the study is city wide. Co-Chair Bonner added that CSA doesn't make budget decisions. Ms. Anderson added that most departments want to see that their employees receive additional money.

***The Board unanimously approved Classification Notice 1263.***

**E. Classification No. 1260 – Proposed 2008 Pay Survey.**

Bruce Backer and Roberta Monaco briefed the Board on legal references to the City Charter, Ordinances and Career Service Rules and pay survey implementation. As required by City Charter and further defined by City Ordinance, Career Service authority has conducted the 2008 annual pay survey analysis. The findings and recommendations were posted in Classification Notice 1260 on March 20, 2008. The implementation of pay survey does not deliver pay, results are applied to the pay structure.

The analysis was conducted utilizing the survey data from the metropolitan area data collected by Mountain States Employers Council (MSEC) and the Colorado Municipal League (CML); national data was collected by Watson Wyatt Data Services; and Department of Labor (DOL) data for the Denver-Boulder area was incorporated into the analysis for trend line comparisons. Local data and the national data were blended together that consisted of weighting the local and national data based on the percent of national applicants and local applicants to the overall applicant pool for each occupational group. DOL data was used as a tool to create a trend line comparison. The trend line is compared with the local market data which assists with validating the local market data and identifying any peculiarity in the market changes. DOL data was incorporated into the analysis in 2006 based on direction from the board, and the trend line data validated the pay survey results for the 2008 range adjustments.

In accordance with the City Ordinance, the recommendations include the implementation method of adjusting the structure of the pay tables, also known as "sliding" the ranges, to be effective on July 1, 2008.

The recommended structure adjustment for each occupational group is as follows:

- 7 recommended for a no step structure adjustment
  - Professional
  - Doctors
  - Health Technical and Related Support
  - Health Professional
  - Legal
  - Enforcement, Compliance and Protective Service
  - Trades
  
- 7 recommended for 1 step structure adjustment
  - Clerical
  - Engineering & Science
  - Art, Design, Media, Recreation and Entertainment
  - Information Technology
  - Labor
  - General Support Services
  - Fiscal

In addition to the occupational group structure adjustments, Career Service is recommending pay grade bumps for 7 classifications in 3 of the occupational groups.

The list of classifications are on page 2 of Classification Notice 1260 included in the Boards packet. They include:

311 Customer Service Agent	612-S	613-S
311 Lead Customer Service Agent	613-S	614-S
311 Customer Service Operations Supervisor	805-S	807-S
Information Security Manager	813-I	814-I
Information Technology Technician Supervisor	809-I	810-I
Drafter	615-E	616-E
Senior Drafter	617-E	618-E

The effect of the pay survey recommendations on employees pay will have no impact to the employees' pay for the structure adjustments except for those employees whose pay falls below step one of the new range and who move to step 1. There will be a cost impact associated with the pay grade bumps. This cost is based on Career Service Rule 8-43 Pay Maintenance; section B). The rule provides employees with a 4.55% increase per pay grade if their classification is bumped upwards, so employees in classifications being bumped will also see a pay increase.

Consistent with previous practice, a public hearing will be held for the Pay Survey recommendations during two Board meetings: April, April 3, 2008 and again on April 17, 2008. The presentation on the 17<sup>th</sup> I will provide changes to what was originally posted based on classification and pay plan changes approved by the Board today.

After the preparation and publication of the pay survey classification notice we met with the Mayor and his cabinet, and they are in support of our recommendations.

The Board asked why we have two meetings for pay survey. Ms. Monaco stated that this is a practice we started when sliding ranges were implemented by City Council, and the Board may want to review this practice next year since no employees attend these meetings.

***The Board unanimously moved to continue Classification Notice 1260 on April 17, 2008 Board meeting.***

**VII. New Cases: None**

**VIII. Pending Cases:**

**A. A. Lois Brooks** vs. Department of Aviation, and the City and County of Denver, Appeal # 91-07.

***The Board moved to Affirm the decision of the Hearings Officer, with order to follow.***

**IX. Executive Session:** The Board went into executive session at 5:50 pm and reopened meeting at 6:50 pm. The Board noted that the hard copies of the job specifications given to them for the Board meetings are not needed since they receive them with the documents via email. This will save paper.

**X. Adjournment:**

The motion for adjournment of this meeting was at 6:51 pm.