Commissioner Berlin, called the meeting to order at 9:30am, Commissioners Sandoval, Green and Murray were present. Commissioner Trujillo was absent and excused.

OPENING:

- Introductions

- Approval of Minutes—December 27, 2018

Commissioner Sandoval moved to approve the minutes of the regular December 27, 2018 Commission Meeting; Commissioner Murray seconded. The motion passed unanimously.

INFORMATIONAL ITEMS:

- Executive Director

Earl wished everyone a Happy New Year and thanked the Denver Fire Department for their participation in the new entry-level exam survey. He noted that data collected by Ergometrics will be shared at the next Commission meeting. He added that the normative data corresponded closely to national statistics.

Earl announced Susan Billotte's promotion to HR Data Analyst and thanked her for her hard work. He noted that she will continue to handle the entry-level and lateral firefighter processing duties she took on when Jeff Wilson passed. He added that some of her other duties will be reassigned.
Earl reported that the CSC staff continues to work through Workday challenges and will request various process improvements from the Workday administrators.

Earl mentioned that CSC is reviewing the Civil Service Commission rules for future updates and changes. He noted that a Rules meeting would be scheduled over the next few weeks.

- Calendar

- Comments from Staff/Public

Abby Rainer reported that she continues to work with Ergometrics on the new entry-level fire exam, slated for May 2019. She noted that Fire Lt. registration closed January 7, 2019; 115 registered. Abby created Frequently Asked Questions (FAQ’s) based on this first time candidate Workday registration, to aide in future Workday registrations. Abby added that she is also working on two Fire System Technical Specialist positions; one geared toward web development and the other to radio communications.

Sgt. Knutson has asked the CSC to assist in helping the Police department develop a new Corporal written test. He explained that Corporal is not a ranked position but the department views this position as a feeder pool to the Sgt. list. He would like something more formalized than what the DPD has been using. Abby will start working with the department to offer suggestions and to assist with updating the Corporal job description.

Sgt. Knutson announced that DPD plans to institute PAVE, a volunteer career development program, similar to the DFD CAP program. PAVE participants would be drawn from individuals on the examination list who scored (5) points below cutoff. After serving a number of volunteer hours (tentatively 120), the individual could get 5 additional points added to their passing entry-level written test score, for consideration for a future DPD academy.

Susan Billotte reported that CSC is scheduling 76 Fire department lateral interviews; (62) in-state applicants and (14) out-of-state applicants. Interviews will be held to identify the final applicant pool that will be called on for further testing/screening. Earl added that the Fire and Police departments could possibly consider lateral applicants as entry level applicants if they have good files but perhaps insufficient amounts of service time or the right kind of experience. Susan added that she will provide a demographic breakdown of the January 22, 2019 DFD entry-level academy at the next Commission meeting.

**EXECUTIVE SESSION**

- Disciplinary Update & Review

There were no items to review, so no Executive Session was held.

**OPEN SESSION**

- Commissioners Workday Training (rescheduled from December 13, 2018)

Gloria provided a hands-on training session and she provided the Commissioner’s a job aide to help guide them through reviewing applicant files in Workday. Workday is a little more complex than iCIM’s and not as user friendly. CSC will work closely with Workday administrators to enhance the applicant and user experience. In the short term, department panel members and department Chief’s will review applicant documents in the City’s confidential z-drive until their review process can be developed and added through Workday.
CIVIL SERVICE COMMISSION:

/S/ Neal Berlin
Neal Berlin, Commissioner

/S/ Joseph G. Sandoval
Joseph G. Sandoval, Commissioner

/S/ Sylvia Murray
Sylvia Murray, Commissioner

/S/ Kelsey Green
Kelsey Green, Commissioner

/S/ Earl Peterson
Earl Peterson, Executive Director

/S/ Susan Billotte
Susan Billotte, HR Technician II