



Career Service Board Meeting #2325
Minutes
Thursday, December 7, 2017, 4:30pm
Webb Municipal Building
201 W. Colfax Ave, Fourth Floor, Room 4.G.2

Neil Peck (Co-Chair)
Patti Klinge (Co-Chair)
Karen DuWaldt
Patricia Barela Rivera
Tracy Winchester

I. Opening: Meeting was called to order at 4:34pm

- 1. Approval of the Agenda for the December 7, 2017 Board Meeting.
The Board unanimously approved the agenda for the December 7, 2017 meeting.
2. Approval of the Minutes for the November 16, 2017 Board Meeting.
The Board unanimously approved the minutes for the November 16, 2017 meeting.

II. Board Comments: None.

III. Public Comments: None.

IV. Public Hearing:

- 1. Public Hearing No. 561: Prevailing Wage Notice: Parking Electronics Technician

Alena Duran, Classification & Compensation Analyst, presented Public Hearing Notice No. 561 to adopt a change in the pay and/or fringe benefits of the prevailing wage of the classification of workers "Parking Electronics Technician," in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

Based on this review, the following wage rate revision was proposed:

Table with 7 columns: Current (Base Wage, Fringes, Total) and Proposed (Base Wage, Fringes, Total). Row for Parking Electronics Technician shows values: \$24.35, \$4.27, \$31.43, \$24.35, \$7.22, \$31.57.

The Career Service Board unanimously approved Public Hearing Notice No. 561.

- 2. Classification Notice No. 1552 – New Class: Marketing & Communications Director

Greg Thress, Classification & Compensation Analyst, introduced Classification Notice No. 1552, to amend the Classification & Pay Plan by creating a new classification called Marketing & Communications Director at pay grade A-816.

Proposed Title: Marketing & Communications Director
Proposed Pay Grade: A-816 (\$91,224-\$118,591-\$145,958)

There is currently one management level for the Marketing, Public Relations, and Communications classification series, which is Marketing & Communications Manager (A-814). As a result of an individual position audit within the Office of Human Resources (“OHR”), it is proposed to create a new classification called Marketing & Communications Director (A-816).

This new classification will provide marketing and communications management to large departments, agencies and/or divisions that have a city-wide impact, including developing and implementing annual and multi-year work plans, while ensuring resources are available to achieve these work plans and resolve complex business issues.

With this proposed new classification, the Marketing & Communications Manager job specification has been revised and will be utilized by smaller departments, agencies or units focused on operational, rather than strategic objectives.

Board Co-Chair Patti Klinge asked why a position audit was necessary to determine the current market data for this role, given the City already has similar positions. Karen Niparko responded the current classifications are manager-level positions within an agency, not an executive-level role, therefore, it was necessary to perform a market analysis.

The Career Service Board unanimously approved Classification Notice No.1552.

3. Classification Notice No. 1553 – New Class: Lead Prevailing Wage Investigator

Lori Schumann, Senior Classification & Compensation Analyst, introduced Classification Notice No. 1553, to amend the Classification & Pay Plan by creating a new classification called Lead Prevailing Wage Investigator at pay grade A-809.

The Auditor’s Office currently has a Prevailing Wage Investigator classification at pay grade A-808. It is proposed to create a Lead Prevailing Wage Investigator as the Prevailing Wage Division has more than doubled in size over the past two years as the City continues to build more capital construction projects (\$2.4B in 2017). In addition, the prevailing wage ordinance changed in January 2017, permitting greater administrative review which requires the Division to conduct more in-depth investigations.

The Lead Prevailing Wage Investigator will perform permanently assigned lead work over professional Prevailing Wage Investigators, provide project management, and perform prevailing wage compliance investigations for the Auditor’s Office. These investigations include auditing contracts, payrolls, rates, financial records, preparing case files, conducting field inspections and investigations.

Since market data is not available for this position, the proposed pay grade is based on internal equity to the Prevailing Wage Investigator at A-808 and the Prevailing Wage Supervisor at A-810. For this reason, it is recommended to establish the pay grade for the Lead Prevailing Wage Investigator at A-809.

<u>Title</u>	<u>Current/Proposed Grade</u>	<u>Pay Grade Midpoint</u>
Prevailing Wage Investigator	A-808	\$69,539
Lead Prevailing Wage Investigator	A-809	\$74,337
Prevailing Wage Supervisor	A-810	\$79,467

Board Co-Chair Patti Klinge asked if the new classification would have supervisory responsibility, to which Ms. Schumann stated the position would lead the prevailing wage compliance process, did not directly supervise employees.

The Career Service Board unanimously approved Classification Notice No.1553.

4. Classification Notice No. 1554 – Change Pay Grade: Executive Director, Civil Service Commission

Susan O'Neill, Senior HR Professional, introduced Classification Notice No. 1554, to amend the Classification & Pay Plan by changing the pay grade of the Executive Director, Civil Service Commission from A-814 to A-816.

Current Pay Grade

A-814 (\$79,828-\$103,777-\$127,725)

Proposed Pay Grade

A-816 (\$91,224-\$118,591-\$145,958)

The pay grade for the Executive Director of the Civil Service Commission classification needs to be corrected to reflect other equivalent Director classifications. This position is the head of the Denver Civil Service Commission, an independent agency responsible for administering the testing process for entry-level and promotional positions within the Denver Police and Fire Departments, policy administration, and hearing disciplinary appeals of classified members.

As a result of a position audit conducted in March 2017, the role was reclassified to the Director classification to conform to other agency leadership positions having this specific classification. The direct internal relationship is to the Director classification, which is a benchmark at pay grade A-816, as both classifications may manage a small agency, and are generally responsible for establishing and implementing organizational goals, supervising managers, and are strategically, operationally, and functionally focused

Board Member Patricia Barela Rivera asked who the incumbent was, to which Ms. O'Neill replied Earl Peterson. Ms. Barela Rivera asked what the staffing level was in the Civil Service Commission, which Ms. O'Neill stated consists of a supervisor and 12 employees.

Board Member Tracy Winchester asked if there is a higher grade for agency heads, to which Ms. O'Neil indicated encompasses pay grades A-821 through A-823. Ms. Winchester asked if a pay adjustment would be made, to which Ms. Niparko responded pay adjustments are governed by the Rules and based on where current pay falls within the range of the new grade.

The Career Service Board unanimously approved Classification Notice No. 1554.

V. Director's Briefing:

1. 2018 HR Strategy Update

Karen Niparko gave the Board an update on the OHR Offsite Meeting, which took place over a day and a half at Cableland on November 30th and December 1st. Ms. Niparko noted OHR conducts an offsite meeting each year in November/December with the OHR leadership team, agency HR directors, and two financial administrators from the Budget & Management Office. There is also an additional offsite held earlier in the year in June/July.

Ms. Niparko stated the results of 2017 Goals and accomplishments for the year were reviewed, and discussion began to formulate 2018 Goals. Over the next two months, the leadership team will refine and review the proposed goals, which will be shared with the Board at a future meeting. In February 2018, OHR will hold an annual internal kick-off and give out performance awards to the staff. Board Co-Chair Patti Klinge commended OHR for a job well-done and noted the process to accomplish this was great.

2. Fall 2017 Talent Acquisition Campaign

Diane Vertovec, Director of OHR Marketing & Communications, presented an update on OHR's campaign to target key segments for recruiting, including (1) new to the workforce; (2) young professionals; and (3) established in career; as well as highlight the diversity of the City's workforce. Ms. Vertovec then showed a series of short videos, each highlighting an outstanding and enthusiastic city employee talking about their job and their satisfaction with working for the City.

The Board expressed positive comments about the video shorts and asked several questions, including, (1) whether the campaign applies to all agencies; (2) what media outlets and newspapers were being utilized to ensure a diverse audience; (3) are employees inquiring about participating in the next campaign; (4) is there a location on the City's website where people can view the videos. Ms. Vertovec noted the campaign includes all agencies and the video has been shown to most of them.

Ms. Vertovec noted the Mayor was very enthusiastic about the video campaign and hosted an event with all the employees who participated to thank them. Each participant was photographed individually with the Mayor, which everyone appreciated greatly.

Ms. Vertovec stated the campaign's goal was to increase the number of unique applicants to open positions, rather than frequent flyers, and to increase the number of applications and hires among diverse segments. Ms. Vertovec noted OHR continues to see challenges in increasing the number of Latino applicants and new hires. Board Co-Chair Patti Klinge asked how the City was performing on gender for middle management hiring, to which Ms. Vertovec responded was about 50% male and 50% female.

Ms. Niparko commented the City continues to have challenges in recruiting for certain skill sets and needed to increase awareness in the community of available positions for hire. Ms. Klinge asked how many openings there are at present, to which Ms. Niparko noted was approximately 700 to 800. Ms. Niparko stated OHR filled 3,500 positions in 2017, including 480 new positions, from approximately 120,000 applications received.

Ms. Barela Rivera asked where OHR does job fairs, to which Ms. Vertovec stated was usually at schools and community centers. Ms. Niparko noted additional job fairs are done throughout the year targeting specific groups, such as veterans.

3. Continuity Audit Update

Karen Niparko noted the Office of Emergency Management had a leadership vacancy for eight months, during which many agencies did not review their continuity of operations plans until after Ryan Broughton joined the City. OHR kept our plan up-to-date through the efforts of Debbie Saraceno, Operational Supervisor, and received positive feedback and compliments for doing so.

Ms. Niparko stated one item for attention was for OHR to test alert systems using texts at least twice a year to all employees. We are trying to obtain cell phone numbers via Workday to begin the testing process by March 2018.

VI. Pending Cases:

1. Krishna Colquitt v. Department of Human Services, Appeal No. 34-15A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
2. Silver Gutierrez & Denver Sheriff Department, Appeal No. 65-11A
The Career Service Board denied the Respondent's Motion to Dismiss and reaffirmed the Hearing Officer's decision, written order to follow.
3. Michelle Lee Tenorio & Ramon Delgado, Office of Economic Development, Appeal No. 34-16A and 36-16A
The Career Service Board affirmed the Hearing Officer's decision in Appeal No 34-16A, written order to follow. The Career Service Board vacated the Hearing Officer's decision in Appeal 36-16A, remanding the case back to the Hearing Office, written order to follow.
4. Thao Nguyen vs. Denver Sheriff's Department, Appeal No. 19-17
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
5. Suezann Bohner vs. Denver Public Works, Appeal No. 13-17A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.

6. Jeremy Simons vs. Denver Sheriff's Department, Appeal No. 71-16A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
7. Darrin Turner vs. Denver Sheriff's Department, Appeal No. 01-17
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
8. Bridget Andrews vs. Denver Sheriff's Department, Appeal No. 16-17A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.

VII. Executive Session:

The Board went into executive session at 5:35pm. A staffing issue was discussed.

The following case was also discussed:

1. Gregory Gustin vs. Department of Aviation, Appeal No. 02-17A
The Career Service Board denied the Respondent-Agency's Motion to Dismiss and ordered the Agency to submit an Answer Brief on or before January 8, 2018.

The Board re-convened the meeting at 6:09pm.

VIII. Adjournment: *Adjournment was at 6:10pm.*