

Career Service Board Meeting #2233
Minutes
Thursday, February 6, 2014
5:00 P.M.
Webb Municipal Building
201 W. Colfax, Fourth Floor, Room 4.G.2

Patti Klinge
Colleen M. Rea (Chair)
Derrick Fuller
Bob Nogueira

- I. Opening:** *Meeting called to order at 5:04 pm.*
- 1. Approval of the Agenda for the February 6, 2014 Board Meeting.**
The Board unanimously approved the Agenda for the February 6, 2014.
 - 2. Approval of the Minutes for the September 5, 2013 Board Meeting.**
The Board unanimously approved the September 5, 2013 meeting minutes.
 - 3. Approval of the Minutes for the November 21, 2013 Board Meeting.**
The Board unanimously approved the November 21, 2013 meeting minutes.
 - 4. Approval of the Minutes for the January 16, 2014 Board Meeting.**
The Board unanimously approved the January 16, 2014 meeting minutes as amended.
- II. Board Comments:** *Co-Chair Patti Klinge stepped down after serving three years as the Career Service Board Co-Chair. Bob Nogueira was nominated and voted the new 2014 Career Service Board Co-Chair.*
- III. Public Comments:** *None.*
- IV. Public Hearings:**
- 1. Classification Notice No. 1402 – Deputy Executive Director of Aviation**
Melissa Fisher presented the classification notice to the board. In 2013, Denver citizen's supported a Charter change which created five positions to be appointed to serve at the pleasure of the Executive Director of Aviation. The Department of Aviation requested that the Office of Human Resources create a new classification, Deputy Executive Director of Aviation in an effort to accurately define and capture the duties and responsibilities along with the level of decision making and communications required for these appointed positions. These duties included providing executive level strategic leadership and management for subordination divisions and functional areas within the Department of Aviation by establishing a long term vision and strategy, overseeing the development of strategic goals and objectives, and ensuring the accomplishment of annual work plans, strategic initiatives, and performance standards. There is no market data available for this position, therefore, the pay grade recommendation is based on internal relationships and is in compliance with OHR's compensation practice to create a two pay grade difference between a manager class and its subordinate class. As

a result, it is recommended to place the Deputy Executive Director of Aviation at 823-A (\$135,623-\$216,997). At this time, there is no budget impact.

Co-Chair Patti Klinge sought clarity that currently these positions that report directly to the Manager of Aviation are not Mayoral Appointees. Ms. Fisher responded yes that is correct.

Chair Colleen Rea expressed the salary range is broad and inquired if that was normal. Ms. Fisher stated because of the level of the position, the salary range does look very broad.

Dani Brown, Human Resources Manager for DIA, provided the board with a letter in support of this classification notice from Kim Day, Manager of Aviation and reiterated this is a result of the November election and was a result of the Good Government study.

Co-Chair Klinge also questioned the logic on the basis of external competitiveness but the inability of basing the pay on external data. Ms. Fisher stated at this point it is difficult to look at the equivalent of the functions and what they would look like in the future. OHR does have benchmarks information to work with down the road once DIA knows how the roles will fall into place.

Chair Colleen Rea also questioned the structure of the newly five appointees and does not understand why there will need to be another five direct reports.

Eric Hiraga, Deputy Manager and Chief of Staff of the Department of Aviation expressed to the board because this is new to DIA, they wrote the job scopes broadly with the intent of addressing today's needs as well as for future needs. Currently, DIA does have thirteen reports ranging from finance, commercial, operations, maintenance, planning, hotel and transit, etc. DIA is currently contemplating how to combine some of those functions and will determine how to utilize these five new appointed positions by reviewing similar airport structures of the San Francisco, San Diego, Minneapolis, DFW Airport, Amsterdam and Singapore airports in an effort to look for natural synergies.

Board Member Patti Klinge confirmed DIA's notion of wanting to get this classification on the books so DIA has an idea of salaries with the new re-organization of some functions.

The Board unanimously approved Classification Notice No. 1402

V. Approval to Post: None.

VI. Director's Briefing:

1. Nita Mosby Henry informed the board she met with the Auditor's and discussed the 2008-2013 Impact Report. Dr. Mosby Henry requested from the Auditor's Office if the report can be broke into sections reflecting Office of Human Resources, Hearing Office, and the Career Service Board. The board would like a copy of the report.
2. Nita Mosby Henry informed the board she spent a week in the Peak Performance Black Belt training. Dr. Mosby Henry stated it was a great experience.
3. Executive Director Henry informed the board the City was visited by the Colorado Women's College in OHR's continued effort to build relationships with academic institutions.
4. Dr. Mosby Henry informed the board Natalie Landau has done a great interacting with the service teams. OHR will continue to look at respective merit systems.

VII. New Cases:

VIII. Pending Cases:

1. Steven Economakos v. Denver Sheriff's Department, Appeal No. 28-13
The Board has reviewed and will decide on the case at the February 20, 2014 meeting.

2. Veronica Serna v. Denver Human Services Appeal No. 39-12
The Board affirmed the Hearing Officer's decision, written order to follow.

IX. Executive Session:

*Board went into executive session at 5:35 p.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 6:39 p.m.*

X. Adjournment:

Adjournment was at 6:39 p.m.