

Career Service Board Meeting #2234
Minutes
Thursday, February 20, 2014
9:00 A.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 9:04 am.*

- 1. Approval of the Agenda for the February 20, 2014 Board Meeting.**
The Board unanimously approved the Agenda for the February 20, 2014.
- 2. Approval of the Minutes for the February 6, 2014 Board Meeting.**
The Board unanimously approved the February 6, 2014 meeting minutes.
- 3. Approval of the Minutes for the December 5, 2013 Board Meeting.**
The Board unanimously approved the December 5, 2013 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

- 1. Classification Notice No. 1403 – Staff Data Architect, Associate Data Architect, and Senior Data Architect**
Seth Duhon-Thornton with the Office of Human Resources provided an overview of the notice to the board. Technology Services requested OHR create the respective three classifications. This request comes as Technology Services is evaluating the City's data policies and usage. The agency is working to create uniform standards and governance policies around data and databases. Additionally, Technology Services is implementing a variety of new data systems over the next few years that aim to assist agencies with the ability to use databases to collect valuable information and allow for easier access and reporting of the information (e.g. consolidating Police District data into one centralized database, currently separated by districts). The Data Architects will assist in the process by developing and implementing the data models, building new databases, and developing uniform standards and governance policies. To determine the appropriate pay grade for the Senior Data Architect, OHR based its recommendations on external market comparisons. Pay data from Mercer was used as the basis for the pay grade recommendation. It is recommended that the pay for the Associate Data Architect be set at 813-I, two pay grades lower than the Senior Data Architect. This is keeping in line with internal compensation best practice of having classifications in a series being set at a 2 pay grade difference. Additionally, it is recommended that the pay for the Staff Data Architect be set at 624-I which also follows the same internal compensation best practice. Three employees will be into the Senior Data Architect role. In the future, the agency will reallocate,

promote or hire employees into the staff and associate levels when appropriate. There is no budget impact associated with this Classification Notice.

Board member Bob Nogueira asked due to the nature of working with Safety, if these positions require any type of criminal statistics or criminal background to which Mr. Duhon-Thornton replied not that he is aware of.

The Board unanimously approved Classification Notice No. 1403.

- 2.** Classification Notice No. 1404 – Electronic Systems Technician
Steve Adkison with the Office of Human Resources provided an overview of the notice with the board. A Classification maintenance study on the respective classifications has been completed. The duties and the education, experience and licensure requirements have been updated. The specification was last reviewed in September of 2005. The new duties more accurately capture what is performed by positions in the classification. The updated education, experiences and licensure requirements will allow for more effective recruitment in the future. It was recommended to place the Electronic Systems Technician at pay grade 621-J. A special survey of eighteen other airports was performed in an attempt to establish pay according to market. Of the four responses, only three were identified as a match. The information collected from those three indicated that this type of work is considered a trade. An internal review also indicated that the duties being performed and the minimum qualifications are similar in type and level as Electricians. Therefore, an internal relationship to the Electrician classification was established to recommend pay grade 621-J. Two positions in Technical Maintenance at DIA will be reallocated to IT Communications Tech. The rest will remain in the Electronic Systems Tech classification. One employee of General Services, Facilities Management will move to the minimum of 621-J resulting in an annual budget impact of \$3516. One employee from Technical Maintenance at DIA will move to the minimum of 621-J resulting in an annual budget impact of \$1373. Because this is a citywide classification, there are 16 position located in Technical Maintenance at DIA. Three are vacant. They report to Electronics Tech Supervisors and an Electrical Supervisor. Two positions are at Denver Arts and Venues that report to Facilities Superintendents; one position is at the Denver Public Library that reports to a Facility Superintendent; and one position at Facilities Maintenance that reports to a Multiple Trades Supervisor.

Patrick Kelly, Director Technical Maintenance signed up to provide his input on the classification recommendation. Mr. Kelly stated there are seventeen employees under him and they are in full support of the proposed classification notice. Mr. Kelly stated there has recently been a horn and strobe paging system installed that will require licensing. Mr. Kelly said the Denver Fire Department will provide testing for that license. Mr. Kelly feels with the changes to this classification will assist in attracting better candidates.

Board member Patti Klinge asked Mr. Adkison if the City is having trouble recruiting for this job. Mr. Adkison replied not completely, however the agency is not getting the best candidates so they made change to reference the IT part.

Board Member Derrick Fuller asked if this job currently has a license requirement. Mr. Adkison replied the recently installed fire alarm system may require certification.

The Board unanimously approved Classification Notice No. 1404.

- 3.** Classification Notice No. 1405 – Traffic Operations Technician I and II
John Hoffman with the Office of Human Resources provided an overview of the notice with the board. Public Works' Traffic Engineering Services Division requested OHR conduct a study within their Signs & Markings Section. The result of the study and research supported the creation of two new Traffic Operations Technician classifications, which is consistent with other municipalities that use the International Municipal Signal Association (IMSA) certification system. Currently, Traffic Engineering Services, Signs & Markings Section uses Equipment Operators and Equipment Operator Specialist to perform the work of street signs and pavement markings. The new classes will acknowledge the

work taking place and performance evaluations in the future will be aligned with the skill sets within the street signs and pavement markings , whereas the Equipment Operator classes do not detail this type of level of work. Market data from MSEC matched the Traffic Operations Technician II classification, the actual average rate of pay for the market benchmark. Traffic Technician is \$45,131, which corresponds to the midpoint of the 615-J pay grade, which is \$45,439. The 615-J midpoint salary point is .068245% over the actual average rate for the market benchmark, which is almost an exact match for compensation purposes. No market data was found to determine the appropriate pay grade for the Traffic Operations Technician I. Based on internal equity, it is recommended that the Traffic Operations Technician I classification have a minus two pay grade relationship to the Traffic Operations Technician II, which is consistent with internal compensation practice, therefore, it was recommended that the Traffic Operations Technician I be paid at the 613-J pay grade. The Equipment Operators (12 employees) moving into the Traffic Operations Technician I classification will remain in the same pay grade (613-J); therefore, there will be no employee impact at this level. The Equipment Operator Specialists moving into the Traffic Operations Technician II classification will be moving from pay grade 614-J to 615-J; therefore, four employees will be reallocated into a higher pay grade. There is no budget impact for any of the position numbers moving into the above mentioned new classifications.

Board member Patti Klinge sought clarification on whether the certifications will be offered by the City of Denver. Mr. Hoffman stated outside organizations provide the actual training.

Chris Lillie, Manager of Public Works Traffic Signals stated the job description now fits what the employees are actually doing. Mr. Lillie further stated two levels of certifications are provided by IMSA and employees will have the opportunity to move up depending on their certifications.

Board member Bob Nogueira asked if the certifications will be a condition of employment. Mr. Lillie stated yes, employees much keep their certifications current.

The Board unanimously approved Classification Notice No. 1405.

V. Approval to Post: None.

VI. Director's Briefing:

1. Nita Henry provided the board with the Denver Women's Commission, Windows into Women and Girls. This report covers pay equity, education and safety as it relates to women in Denver. OHR provided statistics to the Commission on pay within the City and County of Denver. This report will be released on March 4, 2014.
2. Dr. Henry informed the board she will be delivering an updated workforce dashboard geared toward identifying 30% of employees eligible for retirement within the next five years, a majority of that number are women and the highest earners. 12% are eligible to retire right now.
3. Nita Henry informed the board the Analytics Bureau conducted an exit interview survey. This survey disclosed there was a citywide turnover rate of 11.6% from 2012 – 2013.

VII. New Cases: None.

VIII. Pending Cases:

1. Steven Economakos v. Denver Sheriff's Department, Appeal No. 28-13
The Board REVERSED the Hearing Officer's Decision, written order to follow.
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 9:42 a.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 10:35 a.m.*

X. Adjournment:

Adjournment was at 10:35 a.m.