

Career Service Board Meeting #2236
Minutes
Thursday, March 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 (Co-Chair)

I. Opening: *Meeting called to order at 9:09 am.*

- 1. Approval of the Agenda for the March 20, 2014 Board Meeting.**
The Board unanimously approved the Agenda for the March 20, 2014.
- 2. Approval of the Minutes for the March 6, 2014 Board Meeting.**
The Board unanimously approved the March 6, 2014 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

- 1. Classification Notice No. 1406 – 911 Systems Administrator I and 911 Systems Administrator II.**
Melissa Fisher with the Office of Human Resources presented the board with the classification notice. Technology Services (TS) requested a legal opinion from the City Attorney's Office on the exemption status of four positions, two Associate IT Systems Administrators and two Senior IT Systems Administrators, working at the 911 Communications Center. Concerns were raised among the TS employees working at the 911 Communications Center about receiving compensation for working on-call assignments. Based on the findings of the legal opinion issued by the City Attorney's Office, OHR is recommending the creation of two new classifications – 911 System Administrators 1 and 911 Systems Administrator II. The new class specifications better describe the duties and responsibilities performed by the incumbents working at the 911 Communication Center. In addition, the 911 Systems Administrator I is recommended to be non-exempt, whereas the current classification held by the impacted employees, the Associate IT Systems Administrator, is exempt.

Note: The Department of Labor applies the Fair Labor Standards Act (FLSA) exemption tests to individual positions and not to an entire classification. The review and subsequent legal opinion issued by the City Attorney's Office was based on the duties and responsibilities, along with the discretion, judgment, and independence exercised by the four TS employees working at the 911 Communications Center. The recommendations of the legal opinion issued by the City Attorney's Office do not carry over to other positions within Technology Services, nor across the City.

The General Statement of Duties for the 911 Systems Administrator I states that an incumbent "performs standard level professional information technology work installing, configuring, and maintaining critical

systems and applications for Computer Aided Dispatch (CAD) and Voice Recording systems utilized by Denver 911 Emergency Communications Center; maintains and repairs routine issues with hardware and software; and troubleshoots, installs, and repairs user issues desktop hardware and software.”

The General Statement of Duties for the 911 Systems Administrator II states that an incumbent “performs full performance level professional information technology work planning and coordinating the installation, configuration, and maintenance of critical systems and applications for Computer Aided Dispatch (CAD) and Voice Recording systems utilized by Denver 911 Emergency Communications Center; maintains and repairs complex issues with system hardware, software, and databases.”

OHR conducted a study of other local cities and counties to gather information on pay practices for IT professionals supporting 911 operations. The results of this study found that other local cities and counties pay systems administrators, working for 911 operations, at the same rate as other systems administrators located elsewhere in the organization. Based on these findings, OHR gathered and utilized market data from Mountain State Employers Council and Mercer to determine the appropriate pay grade for the 911 Systems Administrator I and II. First, the blended average actual rate of pay for the 911 Systems Administrator I is \$73,582.00, which corresponds to pay grade 625-I (\$60,962-\$89,005), which has a midpoint of \$74,984. This creates a percent difference of 1.91%. Second the blended average actual rate of pay for the 911 Systems Administrator II is \$93,530, which corresponds to the pay grade of 814-I (\$72,829-\$116,231), which has a midpoint of \$94,530. This creates a percent difference of 0.60%. There are two employees moving into the 911 Systems Administrator I and two employees moving into the 911 Systems Administrator II. The two employees moving into the 911 Systems Administrator I will be eligible for overtime for all hours worked over 40 in a work week, with a recommendation of a start date of March 31, 2014. There is no budget impact at this time.

Board Member Patti Klinge asked if the non-exempt status change will have a ripple effect on other IT positions? Ms. Fisher responded they have heard grumblings that it could have a ripple effect on other positions, however, she worked closely with the City Attorney’s Office specifically on these four positions because of their uniqueness of the operation of support.

Board Member Bob Nogueira asked due to the vital nature of their positions if IT certifications were ever considered. Ms. Fisher responded there is no required certifications and the most critical portion of their job is the after hour support, the incumbents meet all other needs.

Board Chair Colleen M. Rea asked Ms. Fisher how does the salary range selected tie into the actual hours that are worked by these employees? Ms. Fisher responded they did not take overtime into consideration and look purely on based salary of forty hours. Ms. Fisher further explained they never look at potential overtime on any non-exempt positions. The department is also going to adjust schedules in an effort to not have overtime. Board Chair Colleen M. Rea asked if the jobs in the market are non-exempt. Ms. Fisher stated the jobs in the market are exempt, but based on the situation, structure and the legal opinion, they focused on the duties and responsibilities of these four positions and how they fit against the exemption test.

The Board unanimously passed Classification Notice No. 1406.

V. Approval to Post: None.

VI. Director’s Briefing:

1. Dr. Nita Mosby Henry informed the board Heather Britton has been re-appointed to the Denver Employees Retirement Program Board. Board Chair Colleen M. Rea and board member Patti Klinge stated it is important to have a representative from Human Resources and the importance of maintaining continuity.
2. Dr. Nita Mosby Henry introduced Cori Charvat and Traci Clayton with Right Management to the board and explained these two representatives will be providing the board an update of their work with City agencies in executive session.

3. *Dr. Nita Mosby Henry wanted to state for the record her last working day with the City and County of Denver will be Friday, March 28, 2014. She also stated Chris Lujan, Deputy Director will be leaving his deputy position to work for the Manager of Safety. Dr. Mosby Henry thanks the board for their support, trust and guidance. Board Chair Colleen M. Rea informed Nita she admired her integrity. Patti Klinge thanked Dr. Mosby Henry for her exceptional leadership, courage, and her care and focus on health and well being. Board Co-Chair Bob Nogueira thanks Nita for her incredible service. Board member Derrick Fuller stated Dr. Mosby Henry's level of execution remained high throughout her City tenure and said she has set a high bar for her successor.*

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, the written order was distributed on March 27, 2014.

IX. Executive Session:

*Board went into executive session at 9:28 a.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 11:25 a.m.*

X. Adjournment: *Adjournment was at 11:25 a.m.*