

Career Service Board Meeting #2238
Minutes
Thursday, April 17, 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 (Absent)
Bob Nogueira (Co-Chair)

I. Opening: *Meeting called to order at 9:03 am.*

- 1. Approval of the Agenda for the April 17, 2014 Board Meeting.**
The Board unanimously approved the Agenda for the April 17, 2014.
- 2. Approval of the Minutes for the April 3, 2014 Board Meeting.**
The Board unanimously approved the April 3, 2014 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

- 1. Public Hearing Notice No. 482 – Prevailing Wage – Window Cleaners**
Seth Duhon-Thornton with the Office of Human Resources presented the board with the public hearing notice. Ms. Duhon-Thornton stated the Office of Human Resources has received updated health and welfare fringe benefit information from the Service Employees International Union Local 105, based on their contract with ISS since the January 2014 presentation of this classification. This contract is utilized to determine prevailing wage rates for Window Cleaners because it represents the largest market population in the Denver Metro area. This increase will affect fringe benefits only, as the base hourly rate will stay the same. Percentage increases for fringe benefits only include a 2.6%, 6.5%, and 10.2% increases accordingly. Board member Patti Klinge asked for an explanation of how it works with fringe benefits compared to Career Service employees. Ms. Duhon-Thornton stated the City has no influence on non-Career Service employees and the prevailing wage is tracked and maintained through the contract. Meredith Crème also added the City is required to give the equivalent prevailing wage amount.

The Board unanimously approved Public Hearing Notice No. 482.

- 2. Classification Notice No. 1409 – Parks and Recreation Ranger, Lead Park Ranger and Park Ranger Supervisor**
Alena Martinez with the Office of Human Resources provided an overview of the classification notice with the board. Ms. Martinez stated OHR has been working with the Natural Resources Division of Parks and Recreation on their Park Ranger Classification series and also used data from the Mountain States Employers Council Employee Survey. This division consists of five districts, 240 Urban Parks, 80 miles of regional trails and 44 Mountain Parks totaling 14,000 acres of open space over five counties. OHR

updated the Parks and Recreation Ranger and Lead Park Ranger job descriptions and changed the titles to be more aligned with the industry. Additionally, Ms. Martinez is recommending the change in title for the Parks and Recreation Ranger to Park Ranger and a change in title from Lead Park Ranger to Senior Park Ranger. A progressive series was established to move Park Rangers to Senior Park Rangers; this will give their employees the opportunity for growth after meeting the established criteria by taking on more complex duties. A new classification of Park Ranger Supervisor was created to oversee the Park Rangers and Senior Park Rangers. Currently one person provides supervision to all the Park Rangers and Senior Park Rangers which increases to approximately twenty six staff members during the spring/summer seasons. A Park Ranger Supervisor will provide day to day supervision and give the Administrator time to facilitate and guide the Ranger Program which includes park use management, training, developing procedures, and rules and regulations. There are currently fourteen employees who will move pay to pay and no immediate budget impact.

The Board unanimously approved Classification Notice No. 1409.

V. Approval to Post: None.

VI. Director's Briefing:

1. *Interim Deputy Director Melissa Fisher reiterated to the board the re-appointment of Heather Britton to the DERP Advisory Board and expressed she will have a letter for the board to sign in the near future.*
2. *Ms. Fisher informed the board of the presentation to City Council on the 2014 pay survey and their approval. City Council also had questions regarding the pay ordinance. Ms. Fisher committed to City Council to be proactive and to work closely with City Council on that matter.*
3. *Ms. Fisher introduced Dani Brown, HR Manager for DIA to the board and Ms. Brown provided the board with an update on initiatives and other information on DIA.*

Board member Patti Klinge asked Ms. Brown how is DIA OD Specialist position is aligned with the rest of OHR. Ms. Brown stated currently the DIA OD Specialist is not aligned with the rest of OHR, but will be after some restructuring. Ms. Klinge also asked Ms. Brown what resources are being used for leadership development. Ms. Brown state DIA is using Right Management for leadership development. Ms. Klinge also asked Ms. Brown if she is included in any long term planning at DIA. Ms. Brown said she is part of weekly meetings with seven members of DIA's leadership staff, and attends one-on-one meetings with Kim Day, Manager of Aviation. Ms. Klinge would like Ms. Brown to pursue being part of long term planning from a Human Resource perspective in an effort to add value, develop relationships, and to determine in what way can OHR be helpful. Board Chair Colleen M. Rea, Esq. would like the same in an effort to catch any potential missed opportunities. The board members commended Ms. Brown on all her hard, good work with DIA.

VII. New Cases:

1. *Anass Khelik v. Denver Sheriff's Department, Appeal No. 31-13A
The Board GRANTED the Agency's Request for Stay of Order of Reinstatement, written order distributed on April 17, 2014.*

The Board GRANTED the Unopposed Motion That Case 31-13A Remain Sealed and All Related Published Information Be Redacted, written order distributed on April 17, 2014.

VIII. Pending Cases: None.

IX. Executive Session:

*Board went into executive session at 9:41 a.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 11:28 a.m.*

X. Adjournment: Adjournment was at 11:28 a.m.