

Career Service Board Meeting #2239
Minutes
Thursday, May 1, 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 (Co-Chair)
Gina Casias

I. Opening: *Meeting called to order at 5:07 pm.*

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

II. Board Comments: *The board formally introduced and welcomed the new Career Service Board Member, Gina Casias.*

III. Public Comments: *None.*

IV. Public Hearings:

- 1. Classification Notice No. 1410 – Leave Administration Specialist**
Meredith Crème with the Office of Human Resources presented the classification notice to the board. Currently in the Office of Human Resources (OHR), employees classified as Human Resource Technicians are responsible for performing work in compliance with the Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) as a portion of their overall duties to support assigned client agencies. The creation of a Leave Administration Specialist classification will centralize the leave administration function (Leave of Absence, FML, and ADA) in OHR. This will allow for process improvements in citywide leave administration procedures and the ability to attract and retain employees who have experience in leave administration policies and knowledge of federal regulations. Market survey data was used to determine the appropriate pay grade for the Leave Administration Specialist. The source of the survey data is the Colorado Compensation Survey conducted by Mountain States Employers Council Inc. The average actual pay rate for the Leave Administration Specialist is \$47,997, which corresponds to the midpoint of pay grade 615-A, which is \$49,091. This classification will be utilized in the Office of Human Resources. The Leave Administration Specialist will report to an Administrator I overseeing Leave Administration. There is no employee impact and no budget impact.

Board Member Patti Klinge stated she was surprised at the level of education required for the position. Ms. Crème explained the position is in alignment with the HR Tech position that currently process leave issues. Pete Garritt also stated the current ADA coordinator does not have a college degree either.

Board Chair Colleen M. Rea, stated the stated areas of leave are very complex, high exposure, confusing, and exceeding complicated and she is pleased OHR is working on a centralized process. Natalie Landau expressed it is OHR's intent to hire the best candidate with extensive knowledge and skills relating to these types of leave.

Board member Bob Nogueira asked currently how much time is HR Techs utilizing on leave issues. Ms. Landau informed the board 40% to 80% of the HR Techs time is being used on the various leave issues.

The Board unanimously approved Classification Hearing Notice No. 1410.

V. Approval to Post: *None.*

VI. Director's Briefing: *None.*

VII. New Cases:

1. Frank Kemp II v. Denver Sheriff's Department, Appeal No. 19-13
No decision was made in the above referenced case.

VIII. Pending Cases: *None.*

IX. Executive Session:

*Board went into executive session at 5:23 p.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 7:43 p.m.*

X. Adjournment: *Adjournment was at 7:44 p.m.*