

Career Service Board Meeting #2242
Minutes
Thursday, June 19, 2014
9:00 A.M.
Webb Municipal Building
201 W. Colfax, Fourth Floor, Room 4.I.3

Patti Klinge
Colleen M. Rea (Chair)
Derrick Fuller
Gina Casias

I. Opening: *Meeting called to order at 9:06 am.*

- 1. Approval of the Agenda for the June 19, 2014 Board Meeting.**
The Board unanimously approved the Agenda for the June 19, 2014.
- 2. Approval of the Minutes for the June 5, 2014 Board Meeting.**
The Board unanimously approved the June 5, 2014 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

- 1. Public Hearing Notice No. 486 – Prevailing Wage – Tile Layer, Marble Mason, and Terrazzo Workers.**
Seth Duhon-Thornton with the Office of Human Resources presented the public hearing to the board. Mr. Duhon-Thornton informed the board journeymen rates for the Tile Setter classification of work (Tile Setter, Marble, Mason, and Terrazzo Worker) are provided by the Davis-Bacon Act. Information was obtained reflecting a change in the pay and fringe benefits for this prevailing wage class of workers. This particular case represents a 1% decrease in the fringe benefits portion only for the respective classes. Mr. Duhon-Thornton recommended that the pay and/or fringe benefits for the respective listed class of workers be adopted in accordance with section 20-76 c) 3) of the Denver Revised Municipal Code.

The Board unanimously approved Public Hearing Notice No. 486.
- 2. Classification Notice No. 1411 – Lead Youth Counselor**
Meredith Crème from the Office of Human Resources presented the classification notice to the board. Ms. Crème reported The Family Crisis Center (FCC) within the Department of Human Services wished to establish a classification for permanently assigned lead worker roles within the Residential Treatment Team. One of the circumstances that makes utilizing lead workers appropriate is when the work being performed by the team or division is carried out over multiple shifts including traditional daytime work hours plus evening and/or overnight shifts and a Supervisor is not available or working every shift. This is the case at the FCC which operates 24 hours a day, 7 days per week. Even with a staggered schedule, the two youth Counselor

Supervisors on staff are not on-site for all hours of operation. Previously, the lead work responsibilities were rotated weekly among the sixteen employees classified as Youth Counselors. This is no longer operationally efficient or successful. Keeping sixteen employees trained for these additional duties is becoming increasingly difficult. Additionally, not all the employees have the desire, skills or abilities to be successful during their lead rotation. Employees in the Lead Youth Counselor classification will be the primary staff member in charge of the facility when a supervisor is not present and manage emergency situations. They will also be responsible for ensuring medication is administered accurately, coordinating in-take of new residents, making decisions on activity changes, training staff on restraint methods, and ensuring appropriate paperwork is completed for any incidents that occur in the facility during the assigned shift.

It was recommended to place the Lead Youth Counselor at pay grade 616-A. This is based on the internal relationship to the Youth Counselor classification. Within the classification and pay plan, it is common practice to establish a one pay grade difference between a lead worker classification and the highest level classification under its direction. There is no immediate employee impact. Two Lead Youth Counselor positions will be created and filled following a competitive recruitment. There is no budget impact.

Ms. Crème introduced Erin Mayes with the FCC to address any questions the board had. Board Chair Rea inquired if the two positions will be filled internally or backfilled? Ms. Mayes stated the two positions will be filled by internal promotions. Board member Klinge asked if we expect the leads to provide input on performance evaluations. Ms. Crème informed the board the leads will work with establishing feedback on performance evaluations.

The Board unanimously approved Classification Hearing Notice No. 1411.

V. Approval to Post: *None.*

VI. Director's Briefing: *None.*

VII. New Cases:

1. Anass Khelik v. Department of Safety, Denver Sheriff Department, Appeal No. 31-13
The board will revisit this matter at the next board meeting.
2. Robert Strauch v. Department of Safety, Denver Sheriff Department, Appeal No. 40-13
The board will revisit this matter at the next board meeting.

VIII. Pending Cases:

1. Frank Kemp II v. Denver Sheriff's Department, Appeal No. 19-13
The board AFFIRMED the Hearing Officer's decision, written order to follow.

IX. Executive Session:

*Board went into executive session at 6:19 p.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 8:05 p.m.*

X. Adjournment: *Adjournment was at 8:05 p.m.*