



Career Service Board Meeting #2246
Minutes
Thursday, August 21, 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
Gina Casias
Neil Peck

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

- 1. Approval of the Agenda for the August 21, 2014 Board Meeting.**
The Board unanimously approved the Agenda for the August 21, 2014.
- 2. Approval of the Minutes for the August 7, 2014 Board Meeting.**
The Board unanimously approved the August 7, 2014 meeting minutes.

II. Board Comments: *Board Chair Colleen M. Rea welcomed new board member Neil Peck.*

III. Public Comments: *None.*

IV. Public Hearings:

1. Classification Hearing Notice No. 1414 – Dentist
Blair Malloy with the Office of Human Resources presented the classification notice to the board. The Office of Human Resources (OHR) conducted a review and identified the Dentist as a classification with a pay grade that was previously approved with an incorrect pay grade. When OHR initiated a consolidation of occupational groups within the City's classification and pay plan in October 2012 the intended pay grade was 817-O, however pay grade 807-O was entered and approved for the Dentist classification. The notice serves to correct the pay grade to bring it in alignment with other Dentists at Denver Health Medical Center as originally intended in 2012. This will affect one employee at DHMC. This employee is currently over the maximum rate of the current pay range and has been ineligible for merit increases. This proposed change will move the employee into the correct pay range and the employee will be owed merit increases previously not received in 2013 and 2014.

Board member Gina Casias inquired how the error was discovered after two years. Ms. Malloy stated she noticed the error on the paperwork and researched the matter to find it was indeed an error.

The board unanimously approved Classification Hearing Notice No. 1414.

2. Classification Hearing Notice No. 1415 – Library Aide
Hameed Pousti with the Office of Human Resources presented the notice to the board. As a result of the study recently conducted for the Denver Public Library (DPL) by the OHR Classification and Compensation Team, the creation of a new class (Library Aide), is proposed to accommodate the work being performed to assist Library staff with a variety of

day-to-day library operations. Currently these employees are classified as a Shelver but are not performing library shelving duties.

Additionally it is proposed to abolish the Shelver classification. During the study the other DPL employees classified as Shelver were reallocated to the Administrative Support Assistant I (ASA I) classification. These employees are performing a range of administrative duties and no longer just retrieving and shelving library materials. By creating the Library Aide classification as well as reallocating employees to ASA I, the Shelver classification will no longer be needed. Sixteen on-call employees will be reallocated to the Library Aide classification. The sixteen employees are currently paid a salary that falls within pay grade 219-Y and therefore will move pay-to-pay.

The board unanimously approved Hearing Notice No. 1415.

V. Approval to Post: None.

VI. Director's Briefing: None.

1. Valerie McNaughton with the Career Service Hearings Office presented the board with the 2nd Quarter Report.
2. Rory McLuster, Denver Human Service Team Presentation.



VII. New Cases:

1. Phazaria Koonce v. Department of Safety, Denver Sheriff Department, Appeal No. 36-13
The Career Service Board AFFIRMED the Hearing Officer's Decision, written order to follow.
2. Jacek Burghardt v. Clerk and Recorder, City and County of Denver, Appeal No. 61-13
The Career Service Board will revisit this case in the future.
3. Brady Lovingier v. Department of Safety, Denver Sheriff Department, Appeal No. 48-13
The Career Service Board will revisit this case in the future.

VIII. Pending Cases:

IX. Executive Session:

*Board went into executive session at 10:00 a.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 11:04 a.m.*

X. Adjournment: *Adjournment was at 11:05 a.m.*