



**Office of Human Resources**

201 W. Colfax Ave., Dept. 412

Denver, CO 80202

p: 720.913.5751

f: 720.913.5720

[www.denvergov.org/humanresources](http://www.denvergov.org/humanresources)

**Career Service Board Meeting #2249**  
**Minutes**  
**Thursday, October 9, 2014**  
**5:00 P.M.**  
**Webb Municipal Building**  
**201 W. Colfax, Fourth Floor, Room 4.I.3**

**Patti Klinge**  
**Colleen M. Rea (Chair)**  
**Derrick Fuller**  
**Gina Casias (Absent)**  
**Neil Peck (Absent)**

**I. Opening:** *Meeting called to order at 5:15 pm.*

- 1. Approval of the Agenda for the October 9, 2014 Board Meeting.**  
*The Board unanimously approved the Agenda for the October 9, 2014.*
- 2. Approval of the Minutes for the September 25, 2014 Board Meeting.**  
*The Board unanimously approved the September 25, 2014 meeting minutes.*

**II. Board Comments:**

- 1. The Career Service Board welcomed new Executive Director of the Office of Human Resources, Karen Niparko.*
- 2. The Career Service Board extended their gratitude and appreciation to Natalie Landau for a job well done while the board recruited a new Executive Director.*
- 3. The Career Service Board extended their gratitude and appreciation to board member Patti Klinge for her assistance during the recruitment of a new OHR Executive Director.*

**III. Public Comments:** *None.*

**IV. Public Hearings:**

- 1. Public Hearing Notice No. 493 – Baggage Handlers, Fuel Handlers, Furniture Movers and Landside Parking Electronics Tech**  
*Seth Duhon-Thornton with the Office of Human Resources presented the public hearing to the board. Mr. Duhon-Thornton informed the board the prevailing wage adjustment is based off Federal Service Contract Act Determination and only affected the Health and Benefit Benefits with a \$.21 increase.*

*The board unanimously approved Public Hearing Notice No. 493.*

- 2. Public Hearing Notice No. 494 – Proposed revision to CSR §9-62 – Child Welfare Stipend**  
*Pete Garritt, HR Supervisor presented the public hearing to the board on the proposed rule revision. Mr. Garritt stated the rule had been implemented two and a half years ago because the State required Denver Human Services (DHS) to have around the clock phone coverage for child neglect cases. Initially DHS staffed this as a full time position, but it became very expensive for*

the agency. Research was conducted and the stipend was created based off analysis obtained by other counties in the metro area. This proposal includes changes in the definitions and the pay based off of restrictions on the language of the rule, scheduling questions and who is eligible. Mr. Garritt stated some language was removed from the rule but the ability to manage and administer the programs is being left up to the agency.

Board Member Patti Klinge asked if the process is well documented and clear what the agency is expecting employees to do now? Denver Human Services representative Yolanda Arredondo, Social Case Worker Supervisor responded that an internal policy was developed that specifies requirements and how to become a participant. Ms. Arredondo stated the expectations are clearly defined.

Board Chair Colleen M. Rea, Esq. inquired if this will provide the agency with more flexibility from a management standpoint without having to make another rule change. Ms. Arredondo replied, yes.

Ms. Arredondo further clarified the three roles a stipend was created for and stated when the after hour program started, the agency did not have the ability to study the call volume due to the phone system. Now with a new phone system, the agency is now able to track call volume when looking at shifts and stipend increases, equitable shifts compared to call volume. It was determined the weekend shifts have great volume in eight hours over the eleven hour week night shifts. Volumes were equitable even though shifts were slightly different in comparison. Ms. Arredondo stated as part of the agency's study, they looked at stipends offered in the other counties in the metro area as well as changes within the State system and what they require in the individual counties as far as length of call volume. And an enhance script is used do get a more in depth assessment during the phone call stage. The agency also assessed the level of expertise and amount of time it takes to get a good assessment while the call taker is on the phone. State changes have also influenced the level of expertise and the level of commitment. The weekend and furlough shifts did not change. All others rates have been increased from \$75 to \$100.

**Call Taker** – triages the calls and provides to the Administrator.

**Administrator** – determines from the call takers assessment whether a Responder needs to go into the field and investigate the matter.

**Responder** – responders are emergency social case workers who investigate the incident when directed by the Administrator, usually due to an injury or some type of serious incident. Responders have to be on standby during their entire shift so they can respond in the field.

The previous stipend was \$75 whether the responder went into the field or not. This caused an issue because responders would get a base stipend regardless if they went out into the field or not. When conducting the study, other counties provided a base stipend for being on-call but would increase the stipend if the responder was sent out into the field. DHS would like to be more in alignment with other counties.

The base pay went down to \$40 for not having to go out into the field and increase to \$115 if a responder responds to once incident, and \$160 if the Responder responds to two or more incidents. Emergency incidents can be transporting a child from a detention center to a police department, to a fatality or serious bodily injury.

Mr. Garritt stated he ran the rule changes by Assistant City Attorney, Karla Pierce and she provided her input with specific changes to 3.C.i and ii. Mr. Garritt would like to make these recommendations part of the record.

*Board member Patti Klinge inquired if employees know about this change. Ms. Arredondo stated yes and because currently the after hour program is a voluntary opportunity, her employees are eager to participate once the rule change has been approved and implemented.*

*The board unanimously approved Public Hearing Notice No. 494 as amended.*

3. Classification Hearing Notice No. 1417 – Proposed change to the Classification and Pay Plan, Abolishments.

*Blair Malloy with the Office of Human Resources presented the classification notice to the board. Ms. Malloy stated she got approval from agency heads to abolish positions within their respective agency that are vacant and no longer used. There is no employee or budget impact.*

*The board unanimously approved Classification Public Hearing Notice No. 1417.*

4. Classification Hearing Notice No. 1418 – Staff Attorney

*Seth Duhon-Thornton with the Office of Human Resources reviewed the classification notice with the board. The Office of Human Resources received a request from the Career Service Hearings Office (CSHO) to evaluate a position that would be providing legal assistance to judicial officials. The position will provide legal research, drafting legal memorandums, reviewing cases and motions and ensuring that all interested parties are in compliance with CSHO standards. Due to the nature of work being performed necessitating a legal background, it was determined that an attorney classification would be appropriate. However utilizing an existing Assistant City Attorney classification would not be appropriate due to the fact that they litigate cases on behalf of the City, write contracts and ordinances for City agencies and provide legal guidance to City employees. Therefore a new classification of Staff Attorney is being created.*

*Board Chair Rea reiterated the name of the classification was going to be Law Clerk due to naming issues with the City Attorney's Office. Mr. Duhon-Thornton stated he had there was a potential request from the board but had not heard anything further so he proceeded. Meredith Crème, Compensation and Classification Division Manager remembered the board agreeing to the Staff Attorney classification.*

*Bruce Plotkin, Career Service Hearings Officer stated his support on the Staff Attorney classification saying it is a more appropriate title when viewing the position short term versus long term. Additionally, Mr. Plotkin stated Law Clerks work for one judge and Staff Attorneys work for more than one judge. In this case, the Hearings Office Intern is reporting to two Hearing Officers. Mr. Plotkin stated he is looking for more permanency and a Law Clerk is not a career position.*

*Ryan Brand, Hearings Office Intern added Law Clerks do not have to pass a bar exam and that the Colorado Court of Appeals Staff Attorney position is almost identical.*

*Karla Pierce, Assistant City Attorney stated she consulted with City Attorney Scott Martinez and Assistant City Attorney, David Broadwell and is in agreement that a Staff Attorney classification can cause confusion and is inconsistent to the city charter that specifically designates Assistant City Attorneys. Ms. Pierce further stated positions similar in the City Attorney's Office are classified as Fellows and not Law Clerks but that Law Clerk positions do exist that perform the type of work as the Hearings Office Intern. The Career Service Board attorney, Bob Wolf agreed with Ms. Pierce.*

*Board Chair Rea stated the Staff Attorney title can be problematic from a public perspective and would feel more comfortable with changing the name to Law Clerk.*

*Meredith Crème suggested the board moving forward with the amendment of Staff Attorney to Law Clerk and stated they can revisit the title at a later date.*

*The board unanimously approved Classification Public Hearing Notice No. 1418 as amended.*

5. Classification Hearing Notice No. 1419 – Lead National Crime Information Center (NCIC) Agent *Blair Malloy with the Office of Human Resources reviewed the public hearing with the board. Ms. Malloy stated it is proposed to create a new classification, Lead National Crime Information Center Agent, at pay grade 616-N. This is the result of a request by the Denver Police Department and the Chief of Police’s multi-year efforts to civilianize administrative functions. One of the areas of focus is the National Crime Information Center (NCIC). This unit is responsible to enter and update records in state and national crime databases. With a unit reorganization beginning in 2015, there is a need to have dedicated lead workers to assist with overseeing unit operations. There is no employee or budget impact.*

*Board Member Patti Klinge asked if this position is being created for an actual lead position or to simply get someone a raise. Ms. Malloy stated current leads within the unit are police officers that the Chief of Police would like to put back on the streets. Dan Everett, Denver Police Department stated they will select the leads from their current staff.*

*The board unanimously approved Classification Public Hearing Notice No. 1419.*

**V. Approval to Post:** *None.*

**VI. Director’s Briefing:** *The presentation from Bruce Backer’s Public Works Service Team has been tabled to the October 16, 2014 board meeting.*

**VII. New Cases:**

1. Loretta Perry-Wilborne v. Denver Human Services, Appeal No. 62-13  
*The Career Service Board AFFIRMED the Hearing Officer’s decision, written order to follow.*
2. David Shelley and Christine Martinez v. Department of Safety, Denver Sheriff Department, Appeal Nos. 30-13 and 32-13.

*The Agency WITHDREW the appeal in the Christine Martinez matter, Appeal No. 32-13.*

*The Career Service Board REVERSED the Hearing Officer’s decision in the David Shelley matter, Appeal No. 30-13, written order to follow.*

3. Bruce Mitchell v. Department of Safety, Denver Sheriff Department, Appeal No. 57-13  
*The Career Service Board AFFIRMED the Hearing Officer’s Decision, written order to follow.*

**VIII. Pending 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 AFFIRMED the Hearing Officer’s Decision, written order to follow.*
3. Brady Lovingier v. Department of Safety, Denver Sheriff Department, Appeal No. 48-13  
*The Career Service Board AFFIRMED the Hearing Officer’s Decision, written order to follow.*

**IX. Executive Session:**

*Board went into executive session at 6:00 p.m. to discuss cases and staffing matters. Board re-convened Board meeting at 7:28 p.m.*

**X. Adjournment:** *Adjournment was at 7:30 p.m.*