



Career Service Board Meeting #2251
Minutes
Thursday, November 6, 2014
5:00 P.M.
Webb Municipal Building
201 W. Colfax, Fourth Floor, Room 4.G.2

Patti Klinge
Colleen M. Rea (Chair)
Gina Casias
Neil Peck

I. Opening: *Meeting called to order at 5:06 pm.*

- 1. Approval of the Agenda for the November 6, 2014 Board Meeting.**
The Board unanimously approved the Agenda for the November 6, 2014.
- 2. Approval of the Minutes for the October 16, 2014 Board Meeting.**
The Board unanimously approved the October 16, 2014 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

1. Classification Public Hearing Notice No. 1420 – Claims Adjuster I and Claims Adjuster II.
Alena Duran with the Compensation and Classification Division presented the public hearing notice to the board. The Worker's Compensation Division of the Department of Finance requested that the Office of Human Resources (OHR) look at the pay for the Claims Adjuster I and Claims Adjuster II due to issues attracting qualified candidates with the current pay range. A review of the current classifications and pay ranges identified that a special study was conducted in 2006 to establish the pay ranges and the job descriptions but had not been updated since then. In addition to the new pay analysis, OHR made some minor revisions to the job specifications to make it clearer that these positions can work in either liability or worker's compensation.

Market data was used to determine the appropriate pay grade for the Claims Adjuster II. Mercer, a national survey source which includes public and private sector responses, produced a match to the Claims Adjuster II classification. The average actual pay rate for the market is \$62,466, which corresponds to the midpoint of pay grade 807-A (\$47,188 - \$75,389), which is \$61,254. This provides a difference of .0.101.

An internal relationship to Claims Adjuster II was established to recommend pay grade 615-A for the Claims Adjuster I. This is an entry level position that does not require prior experience. Within the classification and pay play, it is common practice to establish approximately a four pay grade difference (20.77%) between the entry level and the full performance level in a professional classification series.

There is currently one Claims Adjuster I who is located in the Litigation & Claims division of the City Attorney's Office. There are five Claims Adjuster II's, one is located in the City Attorney's Office and the others are located in the Worker's Compensation Division of the Department of Finance. There is no immediate budget impact because all employees will move pay to pay.

Board Member Gina Casias asked for clarity on pay to pay. Ms. Duran explained the employee keeps their salary and is moved to the new higher pay range.

The Board unanimously approved Classification Public Hearing Notice No. 1420.

V. Approval to Post: *None.*

VI. Director's Briefing: *None.*

VII. New Cases: *None.*

VIII. Pending Cases:

1. Everett Vonner v. Department of Safety, Denver Sheriff's Department, Appeal No. 56-13
The board AFFIRMED the Hearing Officer's decision, written order to follow.
2. 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.
3. David Shelley and Christine Martinez v. Department of Safety, Denver Sheriff Department, Appeal No. 30-13 and 32-13.

The Agency withdrew their 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.

4. 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 distributed on November 7, 2014.
5. 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 distributed on November 7, 2014.
6. 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 distributed on November 7, 2014.

IX. Executive Session:

*Board went into executive session at 5:13 p.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 6:10 p.m. to approve minutes for the October 16, 2014 board meeting. The Board continued in Executive Session at 6:11 p.m. Board re-convened Board meeting at 6:21 p.m.*

X. Adjournment: *Adjournment was at 6:21 p.m.*