



Career Service Board Meeting #2260
Minutes
Thursday, March 19, 2015
9:00 A.M.
Webb Municipal Building
201 W. Colfax, Fourth Floor, Room 4.G.2

Colleen M. Rea, Esq. (Chair)
Patti Klinge
Derrick Fuller
Neil Peck, Esq.

I. Opening: *Meeting called to order at 9:07 am.*

- 1. Approval of the Agenda for the March 19, 2015 Board Meeting.**
The Board unanimously approved the Agenda for the March 19, 2015 meeting.
- 2. Approval of the Minutes for the March 5, 2015 Board Meeting.**
The Board unanimously approved the March 5, 2015 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

1. Public Hearing Notice No. 500 – Prevailing Wage – Mechanic, Pipefitter, Rig/Drill Operator, Derrick Hand/Roustabout, and Truck Driver
Seth Duhon-Thornton presented the public hearing to the board and stated the increase is for fringe benefits and not base pay, specifically contractors working DIA in the oil and gas fields based off the Service Contract Act. The increases are as follows:

*Mechanic/Heavy Equipment Mechanic from \$28.40 to **\$28.61***

*Pipefitter/Pipefitter, Maintenance from \$31.24 to **\$31.45***

*Rig/Drill Operator/Well Driller from \$27.10 to **\$27.31***

*Derrick Hand/Roustabout/Laborer from \$19.28 to **\$19.49***

*Truck Driver/Truck Driver, Heavy from \$26.53 to **\$26.74***

Speaker Geoff Herrig with Pipefitters Local 208 wanted to speak with regard to the pipefitter prevailing wage. Mr. Herrig referred to two current contracts (MCA Wage sheet and Fringes for Pipefitters Local 208 and H.A.R.P. Wages and Fringes for Pipefitters Local 208) showing wages based off the Davis Bacon Act. Mr. Herrig also feels there is a classification issue and feels there needs to be language added to reflect the changes are for an Industry Pipefitter.

Mr. Duhon-Thornton stated the Davis Bacon Act only applies to new construction. Mr. Duhon-Thornton further stated he met with the contractors and all agreed this is maintenance only and not new construction.

The Board unanimously approved Public Hearing Notice No. 500.

2. Classification Notice No. 1500 – Case Management Coordinator I, Case Management Coordinator II, Case Management Coordinator III, Lead Case Management Coordinator, and Case Management Supervisor

Meredith Crème with the Office of Human Resources addressed the board on this matter. The Family and Adult Division within Denver Human Services (DHS) wishes to change the classification titles of five classification utilized for positions involved in the determination of eligibility for public assistance programs available to City and County of Denver residents. A study of this division was conducted by the Office of Human Resources (OHR) and the proposed titles reflect the work being performed and provide a more accurate description of the positions.

In addition, the Eligibility Technician I and Eligibility Technician II are being established as a progressive classification series. A progressive classification series consists of entry, developmental and full performance level classifications where the levels of the duties are different, but the types of duties and nature of the work are the same. Employee movement into the Eligibility Specialist or Lead Eligibility Technician will not be done through the progressive classification series program. Those movements will be promotional opportunities determined through a competitive recruitment process.

Finally, it is proposed to abolish the Case Management Supervisor II. There are no current employees in this classification. The current and planned staffing model for the division does not include two levels of supervisors therefore the classification is no longer necessary.

Mountain States Employers Council Public Employer's survey provides a match to the Eligibility Technician I, Eligibility Technician II and the Eligibility Supervisor. The market actual average for each of the classifications as provided by the survey was compared to the midpoint of the current City and County of Denver's pay range. While the survey data shows that Denver's pay is currently above the market average for all three classifications it is recommended to maintain the current pay grades for this classification series. Denver is in direct competition with surrounding counties for staff for these positions. Filling vacancies quickly is essential to the operations and delivery of services to Denver residents. A decrease in pay grade could compromise Denver's ability to attract, retain and motivate employees.

There are currently 101 employees in the Case Management Coordinator I classification, 83 employees in the Case Management Coordinator II classification, 12 employees in the Case Management Coordinator III classification, 15 Lead Case Management Coordinators and 25 Case Management Supervisor I. All employees will be reallocated to the corresponding new classification titles.

There is no immediate budget impact but there will be a future budget impact. When employees are re-allocated through the progressive class series program from an Eligibility Technician I to an Eligibility Technician II, employees will receive a 2.25% salary increase per Career Service Rule 9-35 B.

Lorraine Archuleta, Division Director for Denver Human Services opened by thanking OHR Class and Comp Team as well as Brad Dalton and Kathleen Satchell. Ms. Archuleta further stated the high turnover in this position is partly because of the workload, but also, the recruitment issue and expectations based on the title of the position. Currently, there are 28 vacancies out of 208 positions with 108,000 people on benefits.

Board member Patti Klinge inquired if the classification is a common title and if the average caseload for Denver is higher than other counties. Ms. Crème stated yes, this is the classification other surrounding counties are using. Brad Dalton, DHS Recruiter chimed in

and stated employees will be brought into the system at a minimum of \$33,000.00 but ultimately, it is based on their experience. Ms. Archuleta responded that Denver does have a higher workload due to the number of people receiving benefits in Denver County. Ms. Archuleta further stated her office processes 2000 applications a month and the division is under court order to process requests at 95% timely.

The Board unanimously approved Classification Hearing Notice No. 1500.

3. Classification Notice No. 1501 – Minimum Wage – Recreation Aide, Golf Starter/Ranger, Usher, Mayor's Youth Worker, and Recreation Trainee.
Meredith Crème reviewed the notice with the board. Ms. Crème stated the State of Colorado approved an increase of the state's minimum wage for 2015 from \$8.00 per hour to \$8.23 per hour. In order to align with this change, a review of the Classification and Pay Plan indicated five classifications that fall below the new minimum wage as of January 1, 2015. These classifications are Recreation Aide, Golf Starter/Ranger, Usher, Mayor's Youth Worker and Recreation Trainee. In order to align with the new minimum wage rate, changes to the impacted pay grades in the Short Range Salary Schedule, Community Rate Salary Schedule and Training and Intern Salary Schedule are being proposed. These changes will affect a total of 280 employees – 108 Recreation Aides, 26 Gold Starter/Rangers, 118 Ushers, 28 Mayor's Youth Workers and no Recreation Trainees. All impacted employees are on-call employees. There are 198 employees who will receive an increase to the range minimum. All other employee salaries fall within the assigned pay grade. Based on the assigned work hours for the impacted employees, it would cost an additional \$66,133.60 annually; however, we know the actual cost will vary since they are all on-call employees whose schedule can fluctuate throughout the year based on department needs and work availability. Ms. Crème further stated all impacted agencies have been notified.

The Board unanimously approved Classification Hearing Notice No. 1501.

V. Approval to Post: None.

VI. Director's Briefing:

1. *Karen Niparko, Executive Director of Office of Human Resources informed the board of the success of this year's 5281 Awards ceremony.*
2. *Ms. Niparko also informed the board of OHR's Peak Performance Readout to the Mayor.*
3. *Ms. Niparko informed the board a potential vendor is presenting a coaching workshop for managers at DHS.*

VII. New Cases:

1. Rosanna Jenkins . Department of Safety, Denver Sheriff Department, Appeal No. 55-14A, Agency's Motion for Stay.
The Career Service Board DENIED the Agency's Motion for Stay, written order to follow.
2. Erick Wright v. Department of Safety, Denver Sheriff Department, Appeal No. 40-14
Agency's Motion To Dismiss.

VIII. Pending 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. Jennifer LaCombe et al v. Department of Aviation, Denver International Airport, Appeal Nos. 56-14, 57-14, and 58-14, Agency's Motion To Stay.
The Career Service Board DENIED the Agency's Motion To Stay, written order to follow.

IX. Executive Session:

*Board went into executive session at 10:04 a.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 10:44 a.m.*

X. Adjournment: Adjournment was at 10:45 a.m.