



Office of Human Resources

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Career Service Board Meeting #2262
Minutes
Thursday, April 16, 2015
9:00 A.M.
Webb Municipal Building
201 W. Colfax, Fourth Floor, Room 4.G.2

Colleen M. Rea, Esq. (Chair)
Gina Casias, Esq. (Co-Chair)
Patti Klinge

I. Opening: *Meeting called to order at 9:05 am.*

- 1. Approval of the Agenda for the April 16, 2015 Board Meeting.**
The Board unanimously approved the Agenda for the April 16, 2015 meeting.
- 2. Approval of the Minutes for the April 2, 2015 Board Meeting.**
The Board unanimously approved the April 2, 2015 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

1. Classification Public Hearing Notice No. 1503 – Pay Survey Market Analysis 2015 Proposed Changes to the Classification and Pay Plan.
Meredith Crème and Kat Heid with the Office of Human Resources presented the public notice to the board. The Office of Human Resources Compensation Division conducted the 2015 Pay Survey Market Analysis, as required by City Charter and further defined by City Ordinance. Analysis involves comparing occupational group structures and pay for individual classifications to the market average pay rates. Survey Data matched 304 benchmark classifications, across all occupational groups and job families, to 535 survey matches. Local data sources such as Mountain States Employers Council and the Colorado Municipal League as well as national data sources, Mercer, Airport Council International (ACI), and Dietrich Surveys (Engineering and Science) were used to conduct the analysis. Data are blended into a composite rate; national data adjusted to local market, identified jobs adjusted for employer size impact, local and national data aged to January 1, 2015, and local and national data averaged into one composite market rate.

Occupational group structure adjustments are warranted if an occupational group falls behind the market. This ensures pay ranges are in line with the generally prevailing rates as required by ordinance. Additionally, it ensures “sliding” range adjustments are made to the range minimum and all pay grades are recalculated within the entire occupational group. There is no impact to employees pay except for those employees whose pay fall below the range minimum.

The Occupational Group Adjustment Recommendations are as follows:

Occupational Group	2015 Range Adjustment	#EE moving to pay range minimum
General Administrative	2.38%	753
Clerical	1.93%	146
Engineering and Science	2.41%	16
Information Technology	1.12%	4
Maintenance & Operations	3.11%	176
Legal	4.52%	63
Enforcement, Compliance and Protective Services	2.56%	59
Healthcare	0.57%	1
Fiscal	0.81%	3

Individual pay grade adjustments (bumps) compares the pay ranges of individual classifications to the market average pay rates. Pay grade adjustments are warranted if an individual classification has fallen behind the market by 10-15% for at least two years (pay grade adjustment: a classifications pay grade and incumbent's pay rate is moved to a higher pay grade. DRMC provides employees with a 4.55% increase to their pay, for each pay grade their classification is moved upwards).

Individual Pay Grade Adjustment Recommendations are as follows:

Classification	From	To	% Increase	# of EEs
A – General Administrative				
Booking Coordinator	807-A	810-A	14.28%	1
Booking Specialist	809-A	812-A	14.28%	1
Entertainment/Production Coordinator	808-A	811-A	14.28%	1
Events Coordinator	804-A	807-A	14.28%	1
Special Events Coordinator	808-A	811-A	14.28%	5
O – Healthcare				
Clinical Nurse Educator	810-O	811-O	4.55%	1
Dental Assistant	604-O	605-O	4.55%	1
Lead Pharmacist	816-O	817-O	4.55%	0
Pharmacist	815-O	816-O	4.55%	2

Cost Impacts are as follow:

Department	Occupational Group Adjustments	Individual Pay Grade Adjustments	Total Adjustments
Agencies under the Mayor	\$12,912	\$10,496	\$23,408
Arts & Venues	\$16,852	\$59,422	\$76,275
Auditor's Office	\$0	\$0	\$0
Aviation	\$59,422	\$0	\$59,422
Community Planning-Development	\$4,061	\$0	\$4061
Denver Health Medical Center	\$0	\$15,012	\$15,012
Denver Public Library	\$29,581	\$4,904	\$34,485
Dept. of Environmental Health	\$14,984	\$0	\$14,984
Dept. of Parks and Recreation	\$273,736	\$4,092	\$277,282
Dept. of Excise & License	\$0	\$0	\$0
Department of Finance	\$1,464	\$0	\$1,464
Dept. of General Services	\$435	\$0	\$435
Dept. of Human Services	\$34,533	\$0	\$34,533
Department of Law	\$52,252	\$0	\$52,252
Department of Public Works	\$81,517	\$0	\$81,517
Department of Safety	\$57,694	\$0	\$57,694
District Attorney	\$1,019	\$0	\$1,019
Independent Agencies	\$44,591	\$0	\$44,591
Office of Economic Development	\$9,125	\$0	\$9,125

Office of Human Resources	\$301	\$0	\$301
Technology Services	\$3,969	\$0	\$3,969
Subtotal:	\$698,449	\$93,926	\$792,375
Plus FICA (7.65%) and DERP (11.5%)	\$133,753	\$17,987	\$151,740
TOTAL:	\$832,202	\$111,912	\$944,115

Occupational Group Adjustments are effective July 1, 2015: affects 8,569 employees; annualized budget impact of \$832,202 associated with moving 1221 employees to range minimums.

Individual Pay Grade Adjustments are effective January 1, 2016: Affects 13 employees; annualized budget impact of \$111,912.

Board Co-Chair Gina Casias inquired why the effective date for individuals is 2016. Ms. Crème stated the date is in alignment with the budget process so agencies can prepare.

Ms. Casias further stated she is alarmed that 85% of employees are below the minimum. Ms. Crème responded that number came to Compensation Division's attention as well and the division will be taking a look at that issue as well as other issues that may arise during the external audit of this process that will take place this year.

Board Member Patti Klinge inquired what adjusting to local market means. Ms. Crème responded it is a cost of living adjustment.

Board Chair Colleen Rea inquired why the Individual Pay Grade Adjustment Recommendations for the General Administrative employees all reflect 14.28%. Kat Heid responded per DRMC it is 4.55% compounded.

The Board unanimously approved Classification Public Hearing Notice No. 1503.

V. Approval to Post: None.

VI. Director's Briefing:

- 1. Karen Niparko, Executive Director of Office of Human Resources informed the board the Service Award Recognition program has been finalized and will be communicated in the next Denver Employee Bulletin (DEB).*
- 2. Ms. Niparko informed the board the Employee Engagement Survey will be handled by a third party outside vendor. The vendor will continue to provide comparative data that will be provided to OHR sooner than the past. This will enable OHR's Analytics Bureau to break down the data by agency and provide that data to the agencies in a timely manner.*

VII. New Cases:

- 1. William Lewis v. Department of Safety, Denver Sheriff Department, Appeal No. 51-14, Agency's Withdrawal of Motion for Stay of Order of Reinstatement. The Career Service Board will revisit this matter at a future meeting.*
- 2. Dean Altman v. Department of Safety, Denver Sheriff Department, Appeal No. 32-14 The Career Service Board AFFIRMED the Hearing Officer's Decision, written order to follow.*
- 3. Deanna Gordon v. Department of Safety, Denver Sheriff Department, Appeal No. 10-14 The Career Service Board AFFIRMED the Hearing Officer's Decision, written order to follow.*

VIII. Pending Cases:

- 1. Erick Wright v. Department of Safety, Denver Sheriff Department, Appeal No. 40-14 Agency's Motion To Dismiss.*
- 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.

IX. Executive Session:

*Board went into executive session at 9:32 a.m. to discuss cases and staffing matters.
Board re-convened Board meeting at 10:40 a.m.*

X. Adjournment: Adjournment was at 10:41 a.m.