



Office of Human Resources

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Career Service Board Meeting #2267

Minutes

Thursday, July 2, 2015

9:00 a.m.

Webb Municipal Building

201 W. Colfax Ave, Fourth Floor, Room 4.I.4

Colleen M. Rea, Esq. (Chair)
Gina Casias, Esq. (Co-Chair)
Patti Klinge
Derrick Fuller
Neil Peck, Esq.

I. Opening: *Meeting called to order at 9:02 a.m.*

1. Approval of the Agenda for the July 2, 2015 Board Meeting.

The Board unanimously approved the Agenda for the July 2, 2015 meeting.

2. Approval of the Minutes for the June 18, 2015 Board Meeting.

The Board unanimously approved the June 18, 2015 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

1. Public Hearing Notice No. 502 – Prevailing Wage-Deicing Facility

Seth Duhon-Thornton with the Office of Human Resources presented the public hearing to the Board and stated the wage increase is for fringe benefits and not base pay. The increases are as follows:

*Deicing Facility Operator/Water Treatment Plant Operator from \$29.23 to \$29.44 per hour
Maintenance Mechanic/Machinery Maintenance Mechanic from \$29.94 to \$30.15 per hour
Material Handling Laborer/Material Handling Laborer from \$23.17 to 23.38 per hour*

The Board unanimously approved Public Hearing Notice No. 502.

2. Public Hearing Notice No. 503 – Prevailing Wage-Tile Layer

Seth Duhon-Thornton with the Office of Human Resources presented the public hearing to the Board and stated that the base pay and fringe benefits are increasing for this classification. The total increase is as follows:

Finisher (Tile-Marble-Terrazzo) from \$27.62 to \$28.38 per hour

The Board unanimously approved Public Hearing Notice No. 503.

3. Classification Notice No. 1505 – Program Quality Assurance Technician

Kat Heid from the Office of Human Resources presented the classification notice to the Board. Ms. Heid said that the Performance, Improvement and Accountability Division at the Department of Human Services requested that the Office of Human Resources conduct a study involving the Program Quality Assurance Technician classification. The purpose of the study was to ensure that the job specification reflected the work being performed by employees and that the pay range of the classification aligned appropriately with the market.

OHR conducted a focus group of employees in which information was gathered involving the type and level of work being performed by Program Quality Assurance Technicians. Based on the findings and accompanying analysis, it is proposed that the Program Quality Assurance Technician job specification be updated including revising the list of job duties as well as raising the education requirement to an Associate's Degree. In addition, it is recommended that the pay grade of the Program Quality Assurance Technician change from 615-N (\$39,000 - \$56,940) to 615-A (\$41,291 - \$60,285).

The study will impact seven employees currently classified as Program Quality Assurance Technicians. However, there is no budget impact. The pay of each Program Quality Assurance Technician will remain the same as they are all paid above the recommended new pay grade minimum.

The Board unanimously approved Classification Notice No. 1505.

V. Approval to Post: *None.*

VI. Director's Briefing:

- 1. Karen Niparko, Executive Director of the Office of Human Resources, introduced Patti Rowe, Director of Learning & Development from the Office of Human Resources. Ms. Rowe provided an update to the Board about the progress that has been made regarding strategy for Learning & Development. She said there is a definite interest in learning and development across the City. Four agencies will be piloting programs: Office of Human Resources, City Attorney's Office, Arts and Venues, and the Office of Economic Development. An outside agency has been identified to deliver the coaching program for leaders throughout the City. Ms. Rowe said there is a change management workshop in store so that everything is prepared in regard to the communication plan. She also stated that the plan to move compliance courses online has been successful so far and that they have also added a two day new leader onboarding course.*
- 2. Ms. Niparko also had Ms. Rowe discuss a presentation given during a recent All OHR Staff meeting regarding diverse and inclusive cultures. The presentation was given by consultant Kevin King from Transformation Point. His diversity and inclusion training focused on mindset, perspective, and how our backgrounds influence our views. He also discussed the differences in how people think and where those differences stem from.*

VII. New Cases: *None.*

VIII. Pending Cases:

- 1. Monwell Fuller v. Department of Safety, Denver Sheriff's Department, Appeal No. 39-14. The Career Service Board AFFIRMED the hearing officer's decision, written order to follow.*
- 2. Ned St. Germain v. Department of Safety, Denver Sheriff's Department, Appeal No. 24-14. The Career Service Board MODIFIED the hearing officer's decision from 10 to five days, written order to follow.*
- 3. Jennifer Lacombe et al v. Department of Aviation, Business Management Services, Appeal Nos. 56-14, 57-14, and 58-14. The Career Service Board MODIFIED the decision of the hearing officer to a written reprimand with written order to follow.*

4. Joveda Scott v. Office of Economic Development, Appeal No. 54-14.
The Career Service Board AFFIRMED the hearing officer's decision, written order to follow.
5. 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.
6. 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.

IX. Executive Session:

The Board went into executive session at 9:36 a.m. to discuss the 2016 budget, cases, and staffing matters.

The Board re-convened the meeting at 11:20 a.m.

X. Adjournment: Adjournment was at 11:20 a.m.