



**Career Service Board Meeting #2269**  
**Minutes**  
**Thursday, August 6, 2015**  
**5:00 p.m.**  
**Webb Municipal Building**  
**201 W. Colfax Ave, Fourth Floor, Room 4.G.2**

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

- I. Opening:** *Meeting called to order at 5:04 p.m.*
- 1. Approval of the Agenda for the August 6, 2015 Board Meeting.**  
*The Board unanimously approved the Agenda for the August 6, 2015 meeting.*
  - 2. Approval of the Minutes for the July 16, 2015 Board Meeting.**  
*The Board requested modifications to the formatting of the July 16, 2015 Board meeting minutes. The Board decided to postpone their approval of the minutes until the August 20, 2015 meeting when the requested changes have been made.*

**II. Board Comments:** *None.*

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

**IV. Public Hearings:**

1. Classification Notice No. 1506 – Finance & Accounting Study, Proposed Change to Classification and Pay Plan

*John Hoffman, HR Analyst for Classification and Compensation, presented the public hearing to the Board. Mr. Hoffman said Classification Notice No. 1506 needs to be amended. He stated that Tim O'Brien, the newly elected auditor, requested that they not move forward with the recommendations for his organization until he has had time to get familiarize himself with his staff and the recommendations at hand. As a result, the following recommendations specific to the Auditor's Office are removed from the study proposal at this time:*

<u>Current Title</u>	<u>Proposed Title</u>
Staff Internal Auditor	Staff performance Auditor
Senior Internal Auditor	Senior Performance Auditor
Lead Internal Auditor	Lead Performance Auditor
Internal Audit Supervisor	Performance Audit Supervisor
NEW CLASS	Staff Information Systems Auditor
NEW CLASS	Senior Information Systems Auditor
NEW CLASS	Lead Information Systems Auditor
NEW CLASS	Information Systems Audit Supervisor

*Mr. Hoffman explained that the Finance & Accounting Study was initiated as part of a maintenance plan to review occupational categories as a whole to ensure that the classifications are aligned with market benchmarks and that the job specifications reflect the work being performed by employees. Areas under review included: clerical accounting, professional accounting, budgeting, finance, and fiscal administration.*

*This study impacted 26 agencies, departments, and independent organizations and approximately 280 employees. The study included employees completing a Job Analysis Questionnaire (JAQ), review of job specifications, and analysis based upon their duties and responsibilities and market information.*

*Mr. Hoffman recommended revising 17 classifications, creating five new classifications, and abolishing two classifications. The two classifications that will be abolished are the Payroll Accountant and Accounting Technician.*

*Mr. Hoffman also said that employee pay will not change as a result of this study. However, if an employee's pay is less than the entry-rate of the proposed pay grade range, those identified employees will be moved to the range minimum of the proposed pay grade. The initial cost of implementing this study is \$77,369. Of the 280 employees in the study, 31 were identified as being below the entry-rate of the proposed pay grade for which they will be reallocated.*

*Board Co-Chair Gina Casias asked if the necessary pay raises will happen with the reclassification or if they will occur in conjunction with merit increases. Mr. Hoffman responded that the increases will occur once these recommendations are approved.*

*Board member Patti Klinge asked if the numbers Mr. Hoffman provided included the recommendations for the Auditor's Office which are now being omitted. Mr. Hoffman said that the Auditor's Office positions have no bearing on the numbers he presented.*

*The Board unanimously approved Classification Notice No. 1506 with the deletion of the recommendations for the Auditor's Office.*

**V. Director's Briefing:**

- 1. Karen Niparko, Executive Director of the Office of Human Resources, informed the Board that a budget presentation was recently held with the Mayor's Office and the feedback was supportive of their proposals. Ms. Niparko also said that she has been told OHR would not be presenting their budget to City Council this year. It will be incorporated in the overall City budget presentation.*
- 2. Ms. Niparko also told the Board that City Spirit Wellness Month is currently underway and includes employee picnics for downtown, DHS, and DIA employees.*
- 3. Ms. Niparko also informed the Board that the recent FMLA audit has been completed and the final recommendation report has been provided to the Auditor for review. The report will be reviewed and recommended for approval at the August 20, 2015 Audit Committee meeting.*

**VI. New Cases: None.**

**VII. Pending Cases:**

- 1. Ned St. Germain v. Department of Safety, Denver Sheriff's Department, Appeal No. 24-14. The Career Service Board changed its ruling on the hearing officer's decision from MODIFYING it to AFFIRMING it, written order to follow.*

**VIII. Executive Session:**

*The Board went into executive session at 5:32 p.m. to discuss cases and staffing matters.*

*The Board re-convened the meeting at 5:55 p.m.*

**IX. Adjournment: Adjournment was at 5:55 p.m.**