



Office of Human Resources

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Career Service Board Meeting #2270

Minutes

Thursday, August 20, 2015

9:00 a.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

- I. Opening:** *Meeting called to order at 9:02 a.m.*
- 1. Approval of the Agenda for the August 20, 2015 Board Meeting.**
The Board unanimously approved the Agenda for the August 20, 2015 meeting.
 - 2. Approval of the Minutes for the July 16, 2015 and August 6, 2015 Board Meetings.**
The Board unanimously approved the July 16, 2015 and August 6, 2015 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

1. Classification Notice No. 1507 – Document Management Technician

Kat Heid from the Compensation and Classification team within the Office of Human Resources presented Classification Notice No. 1507 to the Board.

Ms. Heid explained that the Office of Human Resources initiated a classification study within the Performance, Improvement, and Accountability Division at the Department of Human Services after the findings of an individual position audit indicated that the current Administrative Support Assistant IV classification was no longer appropriate for employees on the Content Management Team. A study was conducted which determined that the work of the Content Management Team is different from an Administrative Support Assistant IV. Ms. Heid recommended a new classification title of Document Management Technician.

Ms. Heid stated that there are currently 33 employees that will be reallocated to the Document Management Technician classification. She said there will be no budget impact as a result of the change since all impacted employees are currently paid above the pay grade minimum of the new classification.

The Board unanimously approved Classification Notice No. 1507.

V. Director's Briefing:

1. *Karen Niparko, Executive Director of the Office of Human Resources, introduced Chris Dustin, the Director, People Analytics, at PricewaterhouseCoopers and partner in the development, launch, findings, analysis, and recommendations from the City's 2015 Employee Engagement Survey. Mr. Dustin presented the 2015 Employee Engagement Survey citywide results to the Board during Executive Session. The summary of citywide results will be released for all employees to review on August 28, 2015 on denvergov.org.*

VI. New Cases:

1. *Rosanna Jenkins v. Department of Safety, Denver Sheriff's Department, Appeal No. 55-14A, The Career Service Board GRANTED the Agency's Request to Re-file Opening Brief with Revised Record Citations.*

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 9:10 a.m. to discuss the 2015 Employee Engagement Survey results, cases, and staffing matters.

The Board re-convened the meeting at 11:10 a.m.

IX. Adjournment: *Adjournment was at 11:12 a.m.*