



Office of Human Resources

201 W. Colfax Ave., Dept. 412

Denver, CO 80202

p: 720.913.5751

f: 720.913.5720

www.denvergov.org/humanresources

Career Service Board Meeting #2271

Minutes

Thursday, September 3, 2015

5:00 p.m.

Webb Municipal Building

201 W. Colfax Ave, Fourth Floor, Room 4.G.2

Colleen M. Rea (Chair)

Patti Klinge

Derrick Fuller

Neil Peck, Esq.

I. Opening: *Meeting called to order at 5:03 p.m.*

1. Approval of the Agenda for the September 3, 2015 Board Meeting.

The Board unanimously approved the Agenda for the September 3, 2015 meeting.

2. Approval of the Minutes for the August 20, 2015 Board Meeting.

The Board unanimously approved the August 20, 2015 meeting minutes.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearings:

1. Public Hearing Notice No. 506 – Proposed Combination for Career Service Rules 7 and 8 into Rule 7 – Classification and Compensation

Pete Garritt, HR Supervisor from the Office of Human Resources, presented Public Hearing Notice No. 506 to the Board.

Mr. Garritt also provided the Board with changes to rule 7-34, section E as recommended by Karla Pierce, Assistant City Attorney.

Board member Patti Klinge asked about the impetus behind this rule change. Mr. Garritt indicated that it was all part of the review process to streamline the rules.

The Board unanimously approved Public Hearing Notice No. 506 as amended.

2. Public Hearing Notice No. 507 – Prevailing Wage-Teledata Technician

Alena Duran, Classification and Compensation Analyst from the Office of Human Resources, presented Public Hearing Notice No. 507 to the Board.

Ms. Duran pointed out that the increased pay rates she recommends are for employees who have contracts with the City of Denver and are not for city employees. She proposes an increase in the total wage of Teledata Technicians from \$37.31 to \$43.60 per hour.

The Board unanimously approved Public Hearing Notice No. 507.

3. Public Hearing Notice No. 508 – Prevailing Wage-Pest Controller

Alena Duran presented Public Hearing Notice No. 508 to the Board.

Ms. Duran recommends an increase in the total wage of Pest Controller from \$26.79 to \$27.04 per hour.

The Board unanimously approved Public Hearing Notice No. 508.

4. Public Hearing Notice No. 509 – Prevailing Wage-Fire Extinguisher Repairer

Alena Duran presented Public Hearing Notice No. 509 to the Board.

Ms. Duran recommends an increase in the total wage of Fire Extinguisher Repairer from \$25.18 to \$25.43 per hour.

The Board unanimously approved Public Hearing Notice No. 509.

V. Director's Briefing:

1. *Valerie McNaughton, Hearing Officer from the Career Service Hearings Office, presented 2015 2nd quarter appeal statistics to the Board. Ms. McNaughton also provided the Board with the following updates:*

- In October the Hearings Office will begin utilizing Justware, a new case management system.*
- The City's 2014 cost allocation plan revealed that the Hearings Office's contribution to other agencies increased 7.78% from 2013.*
- The Hearings Office website will soon be redesigned with a more user friendly decision digest.*
- One-third of all cases for 2015 so far have gone to full hearing, one-third have been settled, and the remaining one-third were dismissed. The mediation success rate is 91%.*

2. *Karen Niparko, Executive Director of the Office of Human Resources, updated the Board on the most recent activity surrounding the Employee Engagement Survey. Ms. Niparko said that in addition to the Board, survey results have now been presented to the Mayor and his appointees, including independent agency leads and their HR staff; the City Council Technology and Governance Committee; and the Department of Safety's leadership team. Six additional meetings have taken place with some of the larger City agencies and several more are planned. Ms. Niparko also told the Board that an Employee Engagement Survey steering committee has been formed which includes members from the Mayor's Office, PEAK, OHR, Communications, and the Department of Finance. The committee will oversee action planning, implementation, and communication and will report to the Mayor quarterly.*

3. *Ms. Niparko informed the Board of the Mayor's new mandatory training for all employees working directly with children and families. The training will help these employees recognize situations of abuse. Agency heads are to provide OHR with lists of their employees who hold these types of positions. OHR is currently looking into training options that are available on the market. This training will also be required of all new hires working with children and families.*

4. *Ms. Niparko updated the Board on the 2016 benefits education campaigns. There are four campaigns led by Heather Britton, Benefits and Wellness Manager, and her team. Since July there have been over 165 presentations to employees and mailings for each of the four campaigns have been sent to approximately 8,200 employees' homes.*

5. *Ms. Niparko also informed the Board that OHR is working to promote and brand the City as an employer of choice. She and other members of OHR are participating in a number of outreach activities to create a level of awareness about what the City has to offer as an employer.*
6. *Ms. Niparko also let the Board know that there was a kickoff this week for WorkDay, the new ERP system the City is implementing over the next two years to replace PeopleSoft.*

VI. New Cases:

1. *Rosanna Jenkins v. Department of Safety, Denver Sheriff's Department, Appeal No. 55-14A
The Career Service Board will review this matter at the September 17, 2015 meeting.*
2. *Department of Safety, Denver Sheriff's Department v. William Lewis, Appeal No. 54-14A
The Career Service Board will review this matter at the September 17, 2015 meeting.*
3. *Thomas Ford v. Department of Safety, Denver Sheriff's Department, Appeal No. 48-14A
The Career Service Board will review this matter at the September 17, 2015 meeting.*

VII. Pending Cases:

1. *Dean Altman v. Department of Safety, Denver Sheriff's Department, Appeal No. 32-14A.
The Board has voted to WITHDRAW the current Altman decision and replace it with an amended decision. The Board also decided to settle the Altman 106 case.*

VIII. Executive Session:

The Board went into executive session at 5:48 p.m. to discuss cases and staffing matters.

The Board re-convened the meeting at 6:05 p.m.

IX. Adjournment: *Adjournment was at 6:06 p.m.*