



**Career Service Board Meeting #2272**  
**Minutes**  
**Thursday, September 17, 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**  
**Neil Peck, Esq.**

- I. Opening:** *Meeting called to order at 9:04 a.m.*
- 1. Approval of the Agenda for the September 17, 2015 Board Meeting.**  
*The Board unanimously approved the Agenda for the September 17, 2015 meeting.*
  - 2. Approval of the Minutes for the September 3, 2015 Board Meeting.**  
*The Board unanimously approved the September 3, 2015 meeting minutes.*

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

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

**IV. Public Hearings:**

1. Classification Notice No. 1508 – Snow Equipment Operator

*Blair Malloy, Senior Classification and Compensation Analyst from the Office of Human Resources presented Classification Notice No. 1508 to the Board.*

*Ms. Malloy proposed a new classification and noted that, since the initial posting, the title has changed from Snow Equipment Operator to Aviation Snow Removal Operator. This position is for on-call employees who operate snow removal equipment during snow emergencies at the airport. The proposed classification will allow DIA to hire individuals without a CDL and provide them the training to obtain it. The pay grade for the new classification is 615-J with a pay range of \$38,464 - \$56,157.*

*Speaker Kelly Duffy, Director of Street Maintenance for Public Works, stressed the importance of having a title for the new classification that clearly indicates it is specific to the airport. She also suggested changes to the wording in the job description that further differentiate the position from similar roles within Public Works and Parks and Recreation which involve snow removal on public streets.*

*Speaker Bill Corich, Agency Trainer from DIA, further explained DIA's planned process for helping employees under the proposed classification obtain their CDL.*

*Speaker Mark Baker, Senior Director for Airport Infrastructure Management at DIA, thanked OHR for helping to create the proposed classification. He also thanked Public Works for their cooperation in the matter.*

*The Board unanimously approved Classification Notice No. 1508 with the proposed title of Aviation Snow Removal Operator and the requested changes to the wording in the job description.*

2. Classification Notice No. 1509 – Payroll Accountant (Abolishment)

*Blair Malloy presented Classification Notice No. 1509 to the Board.*

*Ms. Malloy proposed the abolishment of the Payroll Accountant classification because it is a duplicate of the Senior Accountant position.*

*The Board unanimously approved Classification Notice No. 1509.*

3. Classification Notice No. 1510 – Airport Communications Center Specialist, Aviation Emergency Dispatcher, Aviation Operations Representative, Aviation Operations Representative Supervisor

*Blair Malloy presented Classification Notice No. 1510 to the Board.*

*Ms. Malloy proposed a new classification of Airport Communications Center Specialist. She explained that the new classification would support a flexible work environment at DIA by allowing staff to cross-train while effectively handling routine and emergency situations in the communications center. The proposed pay grade for the Airport Communications Center Specialist position is 616A with a pay range of \$43,170 - 63,028.*

*Ms. Malloy also proposed the following title changes:*

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Aviation Emergency Dispatcher	Airport Emergency Dispatcher
Aviation Operations Representative	Airport Operations Representative
Aviation Operations Representative Supervisor	Airport Communications Center Supervisor

*Board member Gina Casias asked for clarification regarding the duties of the proposed position. Ms. Malloy explained that the new classification combines the Aviation Emergency Dispatcher and Aviation Operations Representative roles into one position. This allows employees in the proposed classification to be cross-functional as well as perform lead work. Ms. Malloy explained that as a lead worker the employee in the proposed classification would be able to take over in the absence of a supervisor.*

*Steve Lee, Director of Operations Support at DIA, offered further clarification of the duties of the new classification.*

*The Board unanimously approved Classification Notice No. 1510*

**V. Director's Briefing:**

1. *Karen Niparko, Executive Director of the Office of Human Resources and Blair Malloy, Senior Classification and Compensation Analyst from the Office of Human Resources, presented the Board with a request from the Denver Police Department Crime Lab to approve overtime for exempt-level forensic scientists for their work on the 2015 Marijuana Strategy Plan.*

*Greg LaBerge, Director of the Forensics and Evidence Division, described the project and explained why 90 hours of overtime are required from October through December 2015 to complete work on the 2015 Marijuana Strategy Plan.*

*The Board unanimously approved the overtime request for the Denver Police Department Crime Lab.*

2. *Ms. Niparko provided an update on the status of the Employee Engagement Survey. She informed the Board that meetings have been conducted with the larger agencies to share agency-specific survey results with their leadership and HR representatives. The remainder of these meetings will be completed by the end of September. Ms. Niparko also said that a steering committee has been established to oversee the next phase of the engagement survey process and that the committee will be reporting action plans and actions taken in response to the survey to the Mayor quarterly. The committee members are as follows:*

*Penny May, Deputy Chief of Staff, Mayor's Office*

*Dave Edinger, Chief Performance Officer, Mayor's Office*

*Brendan Hanlon, Budget Director, Budget and Management Office*

*Karen Niparko, Executive Director, Office of Human Resources*

*Chris Longshore, Director of HR Technology and Innovation, Office of Human Resources*

*Diane Vertovec, Manager, Internal Employee Communications*

*Ms. Niparko also reported that she recently posted a job announcement for an Employee Engagement Manager that will report to her. The individual in this new position will focus on city-wide initiatives, provide consulting to agencies, and will oversee the launch of the next survey in 2017. The Employee Engagement Manager will also serve on the steering committee.*

3. *Ms. Niparko updated the Board on the Denver Sheriff's Reform project. She said they are working with Sheriff's Department HR teams to streamline the background check procedure to reduce the length of the hiring process.*
4. *Ms. Niparko stated that the Mayor's mandatory reporting training for employees working directly with children and families will also be required for agencies who do not report to the Mayor, such as the Denver Zoo and the Denver Public Library.*

#### **VI. New Cases:**

1. *Rosanna Jenkins v. Department of Safety, Denver Sheriff's Department, Appeal No. 55-14A  
The Career Service Board AFFIRMED the hearing officer's decision, written order to follow.*
2. *Department of Safety, Denver Sheriff's Department v. William Lewis, Appeal No. 54-14A  
The Career Service Board AFFIRMED the hearing officer's decision, written order to follow.*
3. *Thomas Ford v. Department of Safety, Denver Sheriff's Department, Appeal No. 48-14A  
The Career Service Board orders reinstatement and modifies the penalty to a suspension, written order to follow.*

#### **VII. Pending Cases**

#### **VIII. Executive Session:**

*The Board went into executive session at 10:04 a.m. to discuss cases and staffing matters.*

*The Board re-convened the meeting at 10:48 a.m.*

#### **IX. Adjournment:** *Adjournment was at 10:49 a.m.*