



**Career Service Board Meeting #2282**  
**Minutes**  
**Thursday, February 18, 2016, 9:00 a.m.**  
**Webb Municipal Building**  
**201 W. Colfax Ave, Fourth Floor, Room 4.G.2**

**Colleen M. Rea (Chair)**  
**Patti Klinge**  
**Neil Peck**  
**Derrick Fuller**

**I. Opening:** *Meeting called to order at 9:01 a.m.*

- 1. Approval of the Agenda for the February 18, 2016 Board Meeting.**  
*The Board unanimously approved the agenda for the February 18, 2016 meeting.*
- 2. Approval of the Minutes for the February 4, 2016 Board Meeting.**  
*The Board unanimously approved the minutes for the February 4, 2016 meeting.*

**II. Board Comments:**

*Board member, Neil Peck, suggested that individuals wishing to speak during public hearings be encouraged to provide their written comments to the Board at least 72 hours prior to the meeting. Board members agreed that it would be beneficial to receive public comments in advance.*

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

**IV. Public Hearings:**

- 1. Public Hearing Notice No. 517 – Prevailing Wage – Window Cleaners**

*Alena Duran, Classification and Compensation Analyst from the Office of Human Resources, presented Public Hearing Notice No. 517 to the Board.*

*Ms. Duran proposed the following hourly wage increases:*

<u>Classification</u>	<u>Current</u>	<u>Proposed</u>
<i>Window Cleaner:</i>		
<i>Single</i>	\$31.36	\$32.20
<i>2-Party</i>	\$33.34	\$34.26
<i>Family</i>	\$35.22	\$36.22

*The Board unanimously approved Public Hearing Notice No. 517*

- 2. Classification Notice No. 1512 – Events Facilitator**

*Alena Duran presented Classification Notice No. 1512 to the Board.*

*Ms. Duran explained that the Department of Parks and Recreation was having difficulty recruiting for positions responsible for event facilitation. The department has been using the Administrative Support Assistant III (610-C) classification for these positions, however, this causes confusion for applicants and does not attract the appropriate candidates.*

*As a result, a new classification is proposed. Details of this new position are as follows:*

<u>Classification</u>	<u>Pay Grade</u>	<u>Pay Range</u>
Events Facilitator	613-C	\$35,364-\$51,631

*Public hearing speaker, Elizabeth Supple, Events Coordinator for the Department of Parks and Recreation, spoke in favor of the proposed classification and further explained why she believes this position is necessary.*

*Public hearing speaker, Adam Smith, Field Superintendent for the Department of Parks and Recreation, also spoke in support of the proposed Events Facilitator position.*

*The Board unanimously approved Classification Notice No. 1512.*

**V. Director's Briefing:**

- 1. Cindy Bishop, Director of Talent Acquisition, discussed the progress that has been made within Talent Acquisition and provided an overview of her department's purpose, framework, and strategy.*
- 2. Karen Niparko, Executive Director of the Office of Human Resources, informed the Board that she presented an employee engagement update at the Mayor's All Appointee retreat on February 12. She discussed changes that are being implemented as a result of the employee engagement survey and emphasized the importance of communicating these actions to employees.*

**VI. New Cases:** *None.*

**VII. Pending Cases:** *None.*

**VIII. Executive Session:**

*The Board went into executive session at 10:15 a.m. to discuss cases and staffing matters.*

*The Board re-convened the meeting at 11:25 a.m.*

**IX. Adjournment:** *Adjournment was at 11:25 a.m.*