



**Career Service Board Meeting #2285**

**Minutes**

**Thursday, April 7, 2016, 5:00 p.m.**

**Webb Municipal Building**

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

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

**I. Opening:** *Meeting called to order at 5:11 p.m.*

**1. Approval of the Agenda for the April 7, 2016 Board Meeting.**

*The Board unanimously approved the agenda for the April 7, 2016 meeting, but requested that the hearing for Classification Notice No. 1517 take place before Classification Notice No. 1516.*

**2. Approval of the Minutes for the March 17, 2016 Board Meeting.**

*The Board unanimously approved the minutes for the March 17, 2016 meeting.*

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

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

**IV. Public Hearing:**

**1. Classification Notice No. 1517 – 2016 Pay Survey Market Analysis**

*Nicole de Gioia-Keane, Classification and Compensation Manager, and Blair Malloy, Sr. Classification and Compensation Analyst from the Office of Human Resources, presented Classification Notice No. 1517 to the Board.*

*Ms. de Gioia-Keane said that the Office of Human Resources completed the 2016 pay survey market analysis as required by City Charter and further defined by Denver Revised Municipal code. The purpose of this analysis was to ensure that the City's pay ranges are competitive and comparable with jobs in the Denver metropolitan and national markets.*

*As a result of this analysis, the following occupational group adjustments were recommended, effective July 1, 2016.*

<u>Occupational Group</u>	<u>2016 Range Adjustment</u>	<u># Employees in Group</u>	<u># Employees Moving to Range Minimum</u>	<u>Financial Impact</u>
Information Technology	1.34%	420	0	\$0
Legal	2.16%	347	40	\$28,279

The following classifications are recommended for a pay grade adjustment, effective January 1, 2017.

<u>Classification</u>	<u>From</u>	<u>To</u>	<u>% Increase</u>	<u># Empl.</u>	<u>Annual Cost</u>
<i>A – General Administrative</i>					
Cost Estimator Analyst	809-A	812-A	14.28%	2	\$19,093
Project Manager I	811-A	813-A	9.31%	3	\$24,432
Project Manager II	813-A	815-A	9.31%	3	\$28,479
Real Estate Agent	809-A	811-A	9.31%	0	\$0
Senior Cost Estimator Analyst	811-A	814-A	14.28%	0	\$0
Senior Real Estate Agent	811-A	813-A	9.31%	0	\$0
Strategic Advisor	813-A	815-A	9.31%	3	\$29,972
<i>N – Enforcement, Compliance, &amp; Protective Service</i>					
Lead Property & Evidence Technician	615-N	617-N	9.31%	1	\$5,246
Property & Evidence Technician	614-N	616-N	9.31%	11	\$49,044
			Total:	23	\$156,267

The Board unanimously approved Classification Notice No. 1517.

\*The full slide presentation for Classification Notice No. 1517 can be found at the end of this document.

2. Classification Notice No. 1516 – Hearings Officer

Hameed Pousti, Senior Classification and Compensation Analyst from the Office of Human Resources and Nicole de Gioia-Keane presented Classification Notice No. 1516 to the Board.

Mr. Pousti said that a market survey analysis of the Hearings Officer classification was requested by the Career Service Board. A survey of 24 city, county, state, and federal jurisdictions was conducted. The State of Colorado’s Administrative Law Judge position was found to be the only match to the Hearings Officer position. The market survey analysis resulted in the following changes to the Hearings Officer classification:

<u>Classification</u>	<u>Current</u>	<u>Proposed</u>
Hearings Officer	821-L (\$119,847-191,755)	815-L (\$80,309-128,494)

Ms. de Gioia-Keane also pointed out that the pay grade for the Assessment Hearings Officer classification is tied to the Hearings Officer classification. She stated that if the current proposal is approved, a study will be conducted on the Assessment Hearings Officer classification as well.

Public hearing speaker, Bruce Plotkin, Hearings Officer from the Career Service Hearings Office, asked the Board to reject the proposal. Mr. Plotkin said the market study underlying the proposal was faulty and adopting the study’s recommendations would create substantial inconsistencies in the classification and pay plan. Mr. Plotkin made the following arguments:

- The underlying study was faulty in that it used a sample of only one: the Administrative Law Judge classification within the State of Colorado.
- The study failed to accurately assess the nature of the duties performed by the Hearings Officers.
- Only the full-time Career Service Hearings Officer job code (CL0364) would be downgraded to the 815 pay grade, while there are three other hearings officer job codes (CL2333, CL2398, and CL2410) that will remain in the 821 pay grade.
- The 2016 pay survey recommends an average pay increase of 2.16% to the L occupational group, yet a six-step decrease in pay is proposed for the Hearings Officer classification which falls in this same group. He says this makes no sense.
- The six-step pay grade decrease equates to a 33% reduction in pay, which is unprecedented.

- *The proposal runs counter to the Office of Human Resources' stance that no changes in pay are recommended when one of the City's pay grades are found to be above the market.*

*Mr. Plotkin asked the Board to reject the proposal. He also asked that If Board members are inclined to consider the proposal that they delay their decision. He also requested that the underlying data for the study be released to the incumbents for review.*

*Mr. Pousti and Ms. de Gioia-Keane responded to Mr. Plotkin's comments. They stated that although the 2016 pay survey recommends an overall 2.16% increase in the L occupational group, this does not mean that there cannot be individual classifications that have gone down in the marketplace.*

*Mr. Pousti also said that if the Board approves the proposed change to the Hearings Officer pay grade, the other hearings officer classifications in the 821-L pay grade will be looked at as well.*

*Mr. Pousti stated that although the State of Colorado's Administrative Law Judge was the only sample used in comparison to the Hearings Officer classification, it was a very strong match.*

*Public hearing speaker, Valerie McNaughton, Hearings Officer from the Career Service Hearings Office, also expressed concerns with the proposed classification change.*

*Ms. McNaughton said she agrees with Mr. Plotkin that the sample used for the study was inadequate. She said there are other similar classifications that are easy to find. As an example, she pointed out that the Merit System Protection Board has Administrative Judges that perform the same work as the Hearings Officers.*

*She also pointed out that lowering the pay grade for the Hearings Officer classification will affect future recruiting efforts for these positions.*

*She said that Mr. Pousti did not communicate the information from the study to the incumbents and did not incorporate any of the information he gathered from a job audit in September 2015 pertaining to the Hearings Officers' duties and responsibilities. In addition, she said she also learned that the market study was started before the job audit which means that Mr. Pousti was simply using position titles to conduct his study rather than job duties. She finds it troubling that this will serve as a precedent for future pay adjustments that are not linked to job duties.*

*Ms. McNaughton asked that the Board not approve the proposed change to the Hearings Office classification.*

*Board Co-Chair, Gina Casias, asked Mr. Pousti if he had looked at the Merit System Personnel Board for data.*

*Mr. Pousti responded that he had looked at two resources when collecting data: the Bureau of Labor Statistics (BLS) and the job description for the State's Administrative Law Judges.*

*Ms. Casias asked if the Merit System Personnel Board position was included in the BLS data. Mr. Pousti said he assumed it was.*

*Ms. Casias asked Mr. Pousti if it would be possible to look at the jobs within the Merit System Protection Board to obtain more data. Mr. Pousti agreed to do this.*

*Board Chair, Colleen Rea, asked about Ms. McNaughton's statement that Mr. Pousti had conducted his study based on job title rather than the duties of the position. Mr. Pousti said this was not true and that he did, in fact, conduct the study based solely on the duties of the position*

*After holding a discussion, the Board decided to delay consideration of Classification Notice No. 1516 until further information is presented and another proposal is made.*

**V. Director's Briefing:** *None.*

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

**VII. Pending Cases:**

1. Wayne Jochem v. Department of Safety, Denver Sheriff's Department, Appeal No. 25-15A.  
*The Career Service Board granted the agency's second unopposed motion for extension to file opening brief, written order to follow.*

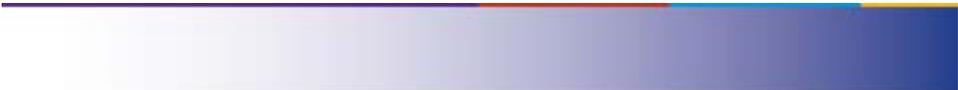
**VIII. Executive Session:**

*The Board went into executive session at 6:20 p.m. to discuss cases and staffing matters.*

*The Board re-convened the meeting at 6:30 p.m.*

**IX. Adjournment:** *Adjournment was at 6:30 p.m.*

*\*The following is the slide presentation for Classification Notice No. 1517.*



# 2016 Pay Survey Market Analysis Recommendations

Office of Human Resources  
Classification & Compensation Division



## 2016 Pay Survey Market Analysis

- OHR Compensation conducted the 2016 Pay Survey Market Analysis, as required by City Charter and further defined by Denver Revised Municipal Code
- Compared occupational group structures and pay for individual classifications to market average pay rates



## Survey Data

- Matched 300 benchmark classifications, across all occupational groups and job families, to 663 survey matches
- *Local data sources:*
  - Mountain States Employers Council (multi-industry positions, public sector, country club, and healthcare employers)
  - Colorado Municipal League (public sector employers)
- *National data sources:*
  - Mercer Consulting (multi-industry positions from large employers)
  - Airport Council International (aviation specialty positions)
  - Dietrich Surveys (engineering and science specialty positions)
  - Western Management Group (multi-industry positions from large employers)
- Data is blended into a composite rate
  - National data adjusted to local market
  - Identified jobs to be adjusted for employer size impact
  - Local and national data aged to January 1, 2016
  - Local and national data averaged into one composite market rate



## Occupational Group Adjustments

- Ensures pay ranges are in line with the generally prevailing rates
  - Adjustments are made to the range minimums and range maximums within the entire occupational group
  - No impact to employee pay except for those employees whose pay falls below the new range minimum



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## Individual Pay Grade Adjustments

- Compares the pay ranges of individual classifications to the market average pay rates
- If an individual classification has fallen behind the market by 10-15% for at least two years
  - Denver Revised Municipal Code provides employees with a 4.55% increase to their pay for each pay grade their classification is raised



## Individual Pay Grade Recommendations

Classification	From	To	% Increase	# of EEs	Annual Cost
<b>A – General Administrative</b>					
Cost Estimator Analyst	809-A	812-A	14.28%	2	\$19,093
Project Manager I	811-A	813-A	9.31%	3	\$24,432
Project Manager II	813-A	815-A	9.31%	3	\$28,479
Real Estate Agent	809-A	811-A	9.31%	0	\$0
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Strategic Advisor	813-A	815-A	9.31%	3	\$29,972
<b>SUBTOTAL SALARY COST</b>					<b>\$101,977</b>
<b>N- Enforcement, Compliance, and Protective Services</b>					
Lead Property & Evidence Technician	615-N	617-N	9.31%	1	\$5,246
Property & Evidence Technician	614-N	616-N	9.31%	11	\$49,044
<b>SUBTOTAL SALARY COST</b>					<b>\$54,290</b>
<b>GRAND TOTAL</b>				<b>23</b>	<b>\$156,267</b>
Effective January 1, 2017					



## Cost Impact By Agency

Department	Occ Group Adjustments to Range Minimum	Individual Pay Grade Adjustments (4.55%)	Total Cost of Adjustments
Agencies Under the Mayor	\$0	\$10,548	\$10,548
Auditor's Office	\$0	\$0	\$0
Aviation	\$0	\$29,615	\$29,615
Community Planning-Dev	\$0	\$0	\$0
Denver Health Medical Center	\$0	\$0	\$0
Denver Public Library	\$0	\$0	\$0
Dept of Environmental Health	\$0	\$0	\$0
Dept of Parks and Recreation	\$0	\$0	\$0
Dept of Excise & License	\$0	\$0	\$0
Dept of Finance	\$0	\$8,180	\$8,180
Dept of General Services	\$0	\$17,754	\$17,754



## Cost Impact By Agency (continued)

Department	Occ Group Adjustments to Range Minimum	Individual Pay Grade Adjustments (4.55%)	Total Cost of Adjustments
Department of Human Services	\$0	\$0	\$0
Department of Law	\$13,529	\$0	\$13,519
Department of Public Works	\$0	\$0	\$0
Department of Safety	\$2,621	\$72,036	\$74,657
District Attorney	\$0	\$0	\$0
Independent Agencies	\$12,130	\$10,546	\$22,676
Office of Economic Development	\$0	\$0	\$0
Office of Human Resources	\$0	\$0	\$0
Technology Services	\$0	\$7,587	\$7,587
<b>SUBTOTAL</b>	<b>\$28,279</b>	<b>\$156,267</b>	<b>\$184,546</b>
Plus FICA (7.65%) and DERP (11.5%)	\$5,415	\$29,925	\$35,341
<b>TOTAL</b>	<b>\$33,695</b>	<b>\$186,192</b>	<b>\$219,886</b>



## Next Steps

- Internal Reviews
  - Recommendations reviewed and approved by City Budget Director
  - Recommendations shared with Agencies
- Career Service Board Review and Approval Process
  - Recommendations to be shared citywide in Employee Bulletin in advance of Public Hearing
  - To be reviewed and approved by Career Service Board on April 7<sup>th</sup>



## Next Steps (continued)

- City Council Review and Approval Process
  - City Council Governance and Charter Review Committee
  - Mayor-Council Meeting
  - City Council
- After Approval
  - Multiple employee communications via Employee Bulletin
    - Upon final approval
    - Prior to July 1<sup>st</sup> implementation
    - Prior to January 1<sup>st</sup> implementation
- Additional Compensation System Review
  - External Audit in 2015 as required by Denver Revised Municipal Code; findings to be presented Career Service Board Public Hearing on April 21st

