



Career Service Board Meeting #2293
Minutes
Thursday, August 4, 2016, 5:00 p.m.
Webb Municipal Building
201 W. Colfax Ave, Fourth Floor, Room 4.G.2

Gina Casias (Chair)
Patti Klinge (Co-Chair)
Neil Peck
Derrick Fuller

I. Opening: *Meeting called to order at 5:05 p.m.*

- 1. Approval of the Agenda for the August 4, 2016 Board Meeting.**
The Board unanimously approved the agenda for the August 4, 2016 meeting.
- 2. Approval of the Minutes for the July 21, 2016 Board Meeting.**
The Board unanimously approved the minutes for the July 21, 2016 meeting.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

1. Classification Notice No. 1525 – Semi-Tractor Trailer Operator

John Hoffman, Sr. Classification and Compensation Analyst from the Office of Human Resources, presented Classification Notice No. 1525 to the Board.

Mr. Hoffman proposed a new classification of Semi-Tractor Trailer Operator with a pay grade of 616-J (\$40,214-\$58,712). He stated that the classification was requested by Public Works to help the street maintenance division assign and recruit for duties specific to hauling materials and equipment to and from maintenance projects. These are duties which are currently included in the Heavy Equipment Operator classification.

The Board unanimously approved Classification Notice No. 1525.

2. Classification Notice No. 1526 – FLSA Exemption Study

Nicole de Gioia-Keane, Classification and Compensation Manager, and John Hoffman, Sr. Classification and Compensation Analyst, from the Office of Human Resources, presented Classification Notice No. 1526 to the Board.

Ms. de Gioia-Keane and Mr. Hoffman proposed the following changes to the classification and pay plan in order to comply with revised regulations for the Department of Labor's Fair Labor Standards Act exemption salary threshold.

Pay Grade Changes

<u>Current Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
Assistant Golf Professional	803-A (\$36,943-\$59,109)	614-A (\$39,494-\$57,661)
Human Services Supervisor	803-A (\$36,943-\$59,109)	614-A (\$39,494-\$57,661)
Special Education Teaching Asst Supv	804-A (\$39,492-\$63,187)	615-A (\$41,291-\$60,285)
Staff Assistant	805-A (\$42,217-\$67,547)	617-A (\$45,134-\$65,896)
Business Development Associate II	806-A (\$45,130-\$72,208)	618-A (\$47,188-\$68,894)
Community Development Associate	806-A (\$45,130-\$72,208)	618-A (\$47,188-\$68,894)
Contract Compliance Coordinator	806-A (\$45,130-\$72,208)	618-A (\$47,188-\$68,894)
Program Coordinator	806-A (\$45,130-\$72,208)	618-A (\$47,188-\$68,894)
Motor Vehicle Supervisor	806-C (\$42,247-\$67,595)	618-C (\$44,176-\$64,497)
Supervisor of Administrative Support I	806-C (\$42,247-\$67,595)	618-C (\$44,176-\$64,497)
Aviation Customer Service Supervisor	807-C (\$45,162-\$72,259)	619-C (\$46,186-\$67,432)
Custodial Supervisor	801-J (\$30,114-\$48,182)	611-J (\$32,193-\$47,002)
Custodial Services Supervisor	803-J (\$34,413-\$55,061)	614-J (\$36,790-\$53,713)
Building and Grounds Supervisor	804-J (\$36,787-\$58,859)	615-J (\$38,464-\$56,157)
Central Supply Supervisor	804-J (\$36,787-\$58,859)	615-J (\$38,464-\$56,157)
Food Production Supervisor	805-J (\$39,325-\$62,920)	617-J (\$42,044-\$61,384)
Hospital Housekeeping Manager	805-J (\$39,325-\$62,920)	617-J (\$42,044-\$61,384)
Stockroom Supervisor	807-J (\$44,939-\$71,902)	620-J (\$48,048-\$70,150)
Security Supervisor	803-N (\$34,892-\$55,827)	614-N (\$37,303-\$54,462)
Underground Utility Investigator Supv	806-N (\$42,625-\$68,200)	618-N (\$44,570-\$65,072)
Animal Control Investigator Supervisor	807-N (\$45,566-\$72,906)	620-N (\$48,718-\$71,128)
Landside Services Supervisor	807-N (\$45,566-\$72,906)	620-N (\$48,718-\$71,128)
Animal Care Supervisor	801-O (\$35,243-\$56,389)	611-O (\$37,676-\$55,007)
Graphics Designer	805-A (\$42,217-\$67,547)	807-A (\$48,244-\$77,190)
Therapist – Master’s Level	805-A (\$42,217-\$67,547)	807-A (\$48,244-\$77,190)
Zoo Area Supervisor	806-A (\$45,130-\$72,208)	807-A (\$48,244-\$77,190)
Senior Clinical Social Worker	805-O (\$46,025-\$73,640)	806-O (\$49,201-\$78,722)
Social Case Worker	805-A (\$42,217-\$67,547)	807-A (\$48,244-\$77,190)
Senior Social Case Worker	806-A (\$45,130-\$72,208)	808-A (\$51,573-\$82,517)
Lead Social Case Worker	807-A (\$48,244-\$77,190)	809-A (\$55,132-\$88,211)
Social Case Worker Supervisor	810-A (\$58,936-\$94,298)	811-A (\$63,003-\$100,805)
Catalog Librarian	805-A (\$42,217-\$67,547)	807-A (\$48,244-\$77,190)
Collection Specialist	807-A (\$48,244-\$77,190)	808-A (\$51,573-\$82,517)
Senior Catalog Librarian	807-A (\$48,244-\$77,190)	809-A (\$55,132-\$88,211)
Special Collection Librarian	807-A (\$48,244-\$77,190)	807-A (\$48,244-\$77,190)

Revised Class Specifications Including Title & Pay Grade Changes

<u>Current Title</u>	<u>Proposed Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
Children’s Librarian	Librarian	805-A (\$42,217-\$67,547)	807-A (\$48,244-\$77,190)
Outreach Specialist	Library Outreach Spec.	807-A (\$48,244-\$77,190)	808-A (\$51,573-\$82,517)
Sr. Branch Librarian	Senior Librarian	807-A (\$48,244-\$77,190)	808-A (\$51,573-\$82,517)

Classifications to Abolish

<u>Current Title</u>	<u>Current Pay Grade</u>
<i>Administrative Assistant</i>	804-A (\$39,492-\$63,187)
<i>Executive Secretary to the Mayor</i>	805-A (\$42,217-\$67,547)
<i>Selection Librarian</i>	805-A (\$42,217-\$67,547)
<i>Reference Librarian</i>	805-A (\$42,217-\$67,547)
<i>Systems Librarian</i>	806-A (\$45,130-\$72,208)
<i>Outreach Librarian</i>	806-A (\$45,130-\$72,208)
<i>Senior Reference Librarian</i>	807-A (\$48,244-\$77,190)
<i>Staff Assistant (Hourly)</i>	805-A (\$42,217-\$67,547)
<i>Program Coordinator (Hourly)</i>	806-A (\$45,130-\$72,208)
<i>Business Development Associate II (Hourly)</i>	806-A (\$45,130-\$72,208)

Current and Proposed Exemption Status

<u>Classification</u>	<u>Current FLSA Designation</u>	<u>Proposed FLSA Designation</u>
Assistant Golf Professional	Exempt	Non-Exempt
Human Services Supervisor	Exempt	Non-Exempt
Special Education Teaching Asst	Exempt	Non-Exempt
Staff Assistant	Exempt	Non-Exempt
Business Development Associate	Exempt	Non-Exempt
Community Development	Exempt	Non-Exempt
Contract Compliance Coordinator	Exempt	Non-Exempt
Program Coordinator	Exempt	Non-Exempt
Motor Vehicle Supervisor	Exempt	Non-Exempt
Supervisor of Administrative	Exempt	Non-Exempt
Aviation Customer Service	Exempt	Non-Exempt
Custodial Supervisor	Exempt	Non-Exempt
Custodial Services Supervisor	Exempt	Non-Exempt
Building and Grounds Supervisor	Exempt	Non-Exempt
Central Supply Supervisor	Exempt	Non-Exempt
Food Production Supervisor	Exempt	Non-Exempt
Hospital Housekeeping Manager	Exempt	Non-Exempt
Stockroom Supervisor	Exempt	Non-Exempt
Security Supervisor	Exempt	Non-Exempt
Underground Utility Investigator	Exempt	Non-Exempt
Animal Control Investigator Supv	Exempt	Non-Exempt
Landside Services Supervisor	Exempt	Non-Exempt
Animal Care Supervisor	Exempt	Non-Exempt
Graphics Designer	Exempt	No Change
Therapist – Master’s Level	Exempt	No Change
Zoo Area Supervisor	Exempt	No Change
Senior Clinical Social Worker	Exempt	No Change
Social Case Worker	Exempt	No Change
Senior Social Case Worker	Exempt	No Change
Lead Social Case Worker	Exempt	No Change
Social Case Worker Supervisor	Exempt	No Change
Catalog Librarian	Exempt	No Change
Librarian	Exempt	No Change
Library Outreach Specialist	Exempt	No Change
Special Collection Librarian	Exempt	No Change
Senior Librarian	Exempt	No Change

Public hearing speaker, John Sauer, Assistant City Attorney, acknowledged Ms. de Gioia-Keane and Mr. Hoffman for all of the hard work they have done surrounding this project.

Public hearing speaker, Steve Duarte, HR Manager from the Office of Human Resources, also informed the Board of the great work that Ms. de Gioia-Keane and Mr. Hoffman have done with regard to informing and preparing the Department of Public Works for the upcoming FLSA changes.

The Board unanimously approved Classification Notice No. 1526.

V. Director's Briefing:

1. *Karen Niparko, Executive Director of the Office of Human Resources, made the Board aware of a request from the Department of Finance for an exemption from shift differential pay. Ms. Niparko explained that this is the result of an unintended consequence of flexible work schedules because Kronos applies the shift differential pay even if an employee is not working a schedule that necessitates it.*

The Board was in favor of the shift differential exemption for the Department of Finance.

VI. New Cases:

1. *Marion Stewart v. Denver Sheriff's Department, Appeal Nos. 38-15A and 60-15A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
2. *Katherine MacKenzie v. Department of Law, Appeal No. 12-16
The Career Service Board granted the petitioner's interlocutory appeal and reversed the Hearing Officer's decision, dismissing the matter. A written order will follow.*
3. *Stuart Shapiro v. Department of Law, Appeal No. 13-16
The Career Service Board granted a motion to stay proceedings. No written order will follow.*

VII. Pending Cases:

1. *Wayne Jochem v. Department of Safety, Denver Sheriff's Department, Appeal No. 25-15A
The Career Service Board reversed the Hearing Officer's decision and reinstated the discipline imposed by the agency, written order to follow.*
2. *Kimberly Novitch v. Denver International Airport, Department of Finance, Appeal No. 49-15A
The Career Service Board reversed the Hearing Officer's decision and reinstated the discipline imposed by the agency, written order to follow.*
3. *Desiree Archuleta v. Department of Safety, Denver Sheriff's Department, Appeal No. 45-15A
The Career Service Board reversed the Hearing Officer's decision and reinstated the discipline imposed by the agency, written order to follow.*

VIII. Executive Session:

The Board went into executive session at 5:30 p.m. to discuss cases and staffing matters.

The Board re-convened the meeting at 6:15 p.m.

IX. Adjournment: *Adjournment was at 6:16 p.m.*