



**Career Service Board Meeting #2297**  
**Minutes**  
**Thursday, October 6, 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**

**I. Opening:** *Meeting called to order at 5:02 p.m.*

**1. Approval of the Agenda for the October 6, 2016 Board Meeting.**

*The Board unanimously approved the agenda for the October 6, 2016 meeting.*

**2. Approval of the Minutes for the September 15, 2016 Board Meeting.**

*The Board unanimously approved the minutes for the September 15, 2016 meeting.*

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

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

**IV. Public Hearing:**

**1. Classification Notice No. 1527 – Landside Service Supervisor**

*Blair Malloy, Senior Classification and Compensation Analyst from the Office of Human Resources, presented Classification Notice No. 1527 to the Board.*

*Ms. Malloy proposed that the pay grade for the Landside Service Supervisor classification be changed from 807-N (\$45,556-\$72,906) to 808-N (\$48,710-\$77,936).*

*The Board unanimously approved Classification Notice No. 1527.*

**2. Classification Notice No. 1528 – Prevailing Wage Investigator**

*John Hoffman, Senior Classification and Compensation Analyst from the Office of Human Resources, presented Classification Notice No. 1528 to the Board.*

*Mr. Hoffman explained that the Auditor's Office requested a more appropriate classification for the prevailing wage investigation work currently being done by Contract Compliance Coordinators in their Prevailing Wage Investigation Unit. Mr. Hoffman described the work that is performed by these employees and said the current classification does not accurately reflect it. As a result, he proposed a new classification of Prevailing Wage Investigator at a pay grade of 808-A (\$51,573-\$82,517). Mr. Hoffman said this will result in no budget impact since pay will remain the same for the five Contract Compliance Coordinators that will be moving into the new classification.*

*Board Co-Chair Patti Klinge asked Mr. Hoffman what the current pay grade is for the Contract Compliance Coordinators. Mr. Hoffman replied that these employees are currently in the 806-A pay grade.*

*Board Chair Gina Casias said the work Mr. Hoffman described seems to be the same work generally carried out in contract compliance positions. She asked why it was necessary to create this new classification.*

*Mr. Hoffman responded that the investigation piece of the duties is what makes these positions different from typical contract compliance positions.*

*Jeff Garcia, Executive Council to the Auditor and Executive Director of the Prevailing Wage Division for the Auditor's Office, further addressed Ms. Casias' question. He said the current Contract Compliance Coordinators hold a unique position within the city and explained how their work is significantly different than that of a typical contract compliance employee.*

*Ms. Casias asked how the 808-A pay grade was determined.*

*Mr. Hoffman responded that the pay grade was selected based on reporting order. He said they strive to achieve two separations in pay grade between employees and their supervisors. The supervisor for the proposed Prevailing Wage Investigator position is currently at an 810-A pay grade.*

*The Board unanimously approved Classification Notice No. 1528.*

3. Public Hearing Notice No. 529 – Proposed Revision of Career Service Rule 2 (Office of Human Resources)

*Dani Brown, Human Resources Manager with the Office of Human Resources, presented Public Hearing Notice No. 529 to the Board.*

*Ms. Brown outlined the proposed changes for Rule 2.*

*Ms. Casias asked about the posting referred to in rule 2-20 B.2. She wondered why proposed rule changes would only be required to be posted online and no longer on bulletin boards in public areas.*

*Ms. Brown responded that there is often a lot of confusion as to which bulletin boards these notices are to be posted on. She said they are proposing to no longer require posting on bulletin boards so as to eliminate the confusion. She also explained that posting on bulletin boards is not necessary since the notices will be posted online and pointed out that employees can sign up for a subscription to receive all notices of upcoming rule changes via e-mail.*

*Ms. Casias asked if all city employees have access to e-mail.*

*Ms. Brown said she does not believe all city employees have e-mail accounts provided by the city, but said they can use personal e-mail addresses to subscribe to postings.*

*Ms. Casias expressed concern that some employees would not have an opportunity to be notified about upcoming rule changes.*

*Ms. Brown said that rule change notifications are not often posted by agencies on bulletin boards now, which means that employees are already missing out on the opportunity to see them.*

*Board Co-Chair Patti Klinge said she was fine with the notices not being posted on bulletin boards since some agencies have employees who work in the field and do not come in to the office to see the bulletin boards anyway.*

*Bob Wolf, Assistant City Attorney, said he finds it unlikely that employees would subscribe to receive rule change notices via e-mail and said that the only way most employees would know if there was a rule change would be by viewing it on a bulletin board. He also said he does not think employees will go out of their way to view the postings on the website.*

*Ms. Casias suggested requiring that these notices be posted on the same bulletin boards as those containing state, and federal mandated posters. She said this would clear up any confusion from the agencies as to where they should be posted.*

*After some discussion the Board agreed that proposed changes to Career Service rules should be posted on the same bulletin boards as state and federal mandated posters as well as online.*

*The Board unanimously approved Public Hearing Notice No. 529 with the suggested change to rule 2-20 B.2*

**V. Director's Briefing:**

- 1. Rory McLuster, Deputy Director of the Office of Human Resources, introduced Kat Barker, the new HR Director at DHS.*
- 2. Ms. McLuster also provided a Workday update. She informed the Board that Troy Bettinger and Karuna Dhingra, HR Systems Analysts from the Office of Human Resources, as well as Karen Niparko, Executive Director of the Office of Human Resources, all attended the Workday Rising conference in Chicago this past September. This conference provided them the opportunity to network and engage with other Workday customers and gain a greater understanding of the features that Workday has to offer. She also said that end-to-end testing has been completed for Workday and that it involved over 1,100 tests. She also said more than 170 employees have been identified across the city to serve as trainers for Workday. These trainers will train fellow employees within their own agencies.*
- 3. Ms. McLuster also said that the Employment Branding campaign has now been launched to all city employees. She said many of the agencies have asked for special presentations to their teams and are interested in branding videos that are specific to the work that they do.*

**VI. New Cases: None.**

**VII. Pending 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.*

**VIII. Executive Session:**

*The Board did not go into executive session.*

**IX. Adjournment: Adjournment was at 5:54 p.m.**