



**Career Service Board Meeting #2302**  
**Minutes**  
**Thursday, December 15, 2016, 9:00 a.m.**  
**Webb Municipal Building**  
**201 W. Colfax Ave, Fourth Floor, Room 4.G.2**

**Patti Klinge (Co-Chair)**  
**Neil Peck**  
**Derrick Fuller**  
**Patricia Barela Rivera**

- I. Opening:** *Meeting called to order at 9:05 a.m.*
- 1. Approval of the Agenda for the December 15, 2016 Board Meeting.**  
*The Board unanimously approved the agenda for the December 15, 2016 meeting.*
  - 2. Approval of the Minutes for the December 1, 2016 Board Meeting.**  
*The Board unanimously approved the minutes for the December 1, 2016 meeting.*

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

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

**IV. Public Hearing:**

1. Public Hearing Notice No. 537 – Proposed Revision to Career Service Rule 3: Recruitment

*Dani Brown, HR Manager from the Office of Human Resources, presented Public Hearing Notice No. 537 to the board.*

*Ms. Brown asked Cindy Bishop, Director of Talent Acquisition from the Office of Human Resources, to summarize the reasoning for the proposed changes to rule 3. Ms. Bishop said the suggested changes are in support of the mayor's direction to hire the best talent with a quicker process. She emphasized the importance of having a more efficient hiring process that results in a positive experience for both the candidate and the hiring manager.*

*Ms. Brown said she received feedback after the proposed changes were originally posted. As a result, a few small revisions to the language were made. She highlighted these revisions as she reviewed the proposed changes.*

*Ms. Brown indicated that the word "check" would replace "review" in rule 3-51B with regard to hiring managers examining a current employee's official personnel records.*

*Board co-chair Patti Klinge asked why the change from "review" to "check" was suggested.*

*Rory McLuster, Deputy Director of the Office of Human Resources, responded by saying a mandate for a supervisor to check an employee's file is something they want to avoid and they are simply trying to soften the rule's language.*

*Board member Neil Peck said he does not see much difference between the words "review" and "check." Ms. Klinge agreed.*

*Karen Niparko, Executive Director of the Office of Human Resources, suggested that the language remain as “review” rather than “check.” Ms. Klinge and Mr. Peck agreed.*

*With regard to rule 3-51C, Ms. Brown said that the city still has a policy against sponsoring work visas for foreign nationals, but that, on rare occasions, an exception may be necessary. She said these exceptions will be subject to pre-approval by the OHR Executive Director.*

*Ms. Klinge asked if there is, and will always be, someone in the City Attorney’s Office with knowledge of the visa sponsorship process.*

*Ms. Brown said that the city is a member of Mountain States Employers Council and that they have immigration attorneys on staff for assistance.*

*John Sauer, Assistant City Attorney, said the City Attorney’s Office is currently researching the training necessary to have someone internally handle the immigration process. He also reiterated Ms. Brown’s comment, saying that attorneys from Mountain States Employers Council are available to assist with these types of issues.*

*Public hearing speaker, Casey McGirt, HR Technician, from the Office of Human Resources, said he originally had concerns with the proposed change to rule 3.51B since it could slow down the hiring process. However, since the language was recently revised, he feels there is no longer an issue of concern.*

*The board unanimously approved Public Hearing Notice No. 537 with the indicated changes.*

**V. Director’s Briefing:**

- 1. Chris Longshore, Director of HR Technology & Innovation, and Patti Rowe, Director of Learning & Development, both from the Office of Human Resource, provided a brief update regarding the current status of Workday implementation and training. This was the final update before Workday goes live on January 3, 2017.*
- 2. Chris Lujan, Deputy Director of the Department of Safety, said that the Department of Justice recently inquired into the Denver Sheriff’s Department’s hiring practices as they pertain to U.S. citizenship.*

*Ms. Klinge asked if the Department of Justice’s inquiry came as the result of a complaint.*

*Mr. Lujan responded that it is unknown as to what prompted the inquiry.*

*Mr. Lujan said the Department of Justice identified a question regarding citizenship on the Denver Sheriff’s Department’s job application, which violates federal law. The Sheriff’s Department entered into a settlement agreement which involves payment of a \$10,000 fine and orders the removal of any mention of citizenship requirements from hiring documents. The settlement agreement also mandates that Sheriff’s Department’s employees be trained to not ask questions pertaining to citizenship during the hiring process. Mr. Lujan said they are well on their way to satisfying the requirements.*

- 3. Members of the board reviewed and approved a certificate of appreciation for former Career Service Board member, Colleen Rea.*

**VI. Pending Cases:**

- 1. Richard Sawyer v. Department of Safety, Denver Sheriff’s Department, Appeal No. 16-16A  
The Career Service Board affirmed the Hearing Officer’s decision, written order to follow.*
- 2. Danial Steckman v. Department of Safety, Denver Sheriff’s Department, Appeal No. 30-15  
The Career Service Board affirmed the Hearing Officer’s decision, written order to follow.*

**VII. Executive Session:**

*The Board went into executive session at 10:11 a.m. to discuss staffing matters and the following cases:*

1. Sonya Leyba v. Denver Department of Safety, Denver Sheriff Department, Appeal No. 31-16A  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
2. Frank Espinoza v. Department of Safety, Denver Sheriff Department, Appeal No. 14-16A  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
3. William Jackson v. Department of Safety, Denver Sheriff Department, Appeal No. 42-16A  
*The Career Service Board denied a Motion for Stay of Hearing Officer's Decision.*
4. Stuart Shapiro v. Department of Law, Appeal No. 13-16  
*The Career Service Board granted a Motion to Withdraw Whistleblower Notice of Appeal and to Dismiss, written order to follow.*

*The Board re-convened the meeting at 10:45 a.m.*

**VIII. Adjournment:** *Adjournment was at 10:46 a.m.*