



**Career Service Board Meeting #2304**  
**Minutes**  
**Thursday, January 19, 2017, 9:00 a.m.**  
**Webb Municipal Building**  
**201 W. Colfax Ave, Fourth Floor, Room 4.G.2**

**Gina Casias (Co-Chair)**  
**Patti Klinge (Co-Chair)**  
**Neil Peck**  
**Patricia Barela Rivera**

**I. Opening:** *Meeting called to order at 9:05 a.m.*

**1. Approval of the Agenda for the January 19, 2017 Board Meeting.**

*The Board unanimously approved the agenda for the January 19, 2017 meeting.*

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

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

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

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

**IV. Public Hearing:**

**1. Classification Notice No. 1533 – Forestry Inspector Series**

*Alena Duran, Classification and Compensation Analyst from the Office of Human Resources, presented Classification Notice No. 1533 to the Board.*

*Ms. Duran proposed the following title changes within the Forestry Inspector series. The current pay grades for these position will remain in effect.*

<u>Current Title</u>	<u>Proposed Title</u>
Arboreal Inspector	Forestry Inspector
Senior Arboreal Inspector	Senior Forestry Inspector

*Ms. Duran proposed the following title and pay grade changes for the Arborist classification.*

<u>Current Title/Pay Grade</u>	<u>Proposed Title/Pay Grade</u>
Arborist, 809-N (\$52,071-\$83,314)	Forestry Supervisor, 810-N (55,664-\$89,062)

*The Board unanimously approved Classification Notice No. 1533.*

**2. Public Hearing Notice No. 538 – Proposed Revision to Career Service Rule 9-39: Pay Adjustment within the Salary Range**

*Nicole de Gioia-Keane, Classification and Compensation Manager from the Office of Human Resources, presented Public Hearing Notice No. 538 to the Board.*

*Ms. de Gioia-Keane reviewed the proposed changes to Rule 9-39.*

*Board Co-Chair Patti Klinge asked about the role of employee performance and if managers could request pay adjustments for top performers to prevent losing them to other employers.*

*Ms. de Gioia-Keane responded that employee performance is more likely to be a factor for not awarding a pay increase rather than a reason to award one. She said they would not want to send the wrong message by including low performers in pay adjustments.*

*Public hearing speaker Amber McReynolds, Director of Elections for the City and County of Denver, spoke in support of the proposed rule change. She said that given the specialized nature of their business, it is not easy to find employees with the necessary experience and that their employees are often recruited to work elsewhere. She said that, from a strategic perspective, they do not want someone getting far along in the interview process before they are able to adjust the pay rate for a position. She said this proposed rule change would help them retain highly talented employees and give flexibility to executive leadership in their agency to make adjustments as needed.*

*Board member Patricia Barela Rivera asked if there have been any complaints in the past pertaining to not having equitable pay across employees.*

*Ms. de Gioia-Keane responded that she is not certain and that the analysts from her team would probably have more insight on this issue. She said that she thinks the primary frustration lies with managers who are unable to submit a request for pay increases for their team members in situations where they are struggling to find comparators.*

*The Board unanimously approved Public Hearing Notice No. 538.*

## **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 the recent Workday implementation and associated training.*
- 2. Nicole de Gioia-Keane discussed the process for routine classification and compensation changes. She said the current procedure is too lengthy and recommends omitting the Career Service Board and ordinance processes. She suggested that the Executive Director of the Office of Human Resources serve as the final approver on these routine matters and emphasized that non-routine matters would still be brought before the Board.*

*Ms. de Gioia-Keane said a recent survey of national peers revealed that many comparable organizations allow their HR departments to implement such changes without further approval.*

*She also said that shortening this process would allow OHR to be more responsive to management requests and provide better service to agencies.*

*Ms. Klinge asked how employee concerns would be heard if there is no longer a public hearing.*

*Ms. de Gioia-Keane said that employee concerns would be brought to the OHR Executive Director for consideration. She also said that another option could be to continue holding public hearings with the Career Service Board while leaving out the ordinance process.*

*Ms. Klinge suggested that perhaps classification changes that elicit employee concerns could still be brought to a Career Service Board public hearing. If no employee concerns are brought up in advance, then there would be no public hearing.*

*Board Co-Chair Gina Casias said it is important to find out why the public hearing and ordinance processes were implemented to begin with. She also said that it is important to clearly define the classification and compensation matters that would still be brought to the Board.*

*Ms. de Gioia-Keane said that her next steps will be to discuss her recommendations with Robin Kniech, Chair of the City Council's Finance and Governance Committee, and David Broadwell, Assistant City Attorney.*

**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. 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.*
3. 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.*
4. 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, written order to follow.*

**VII. Executive Session:**

*The Board went into executive session at 10:08 a.m. to discuss staffing matters and the following cases:*

1. Anna Romero v. Department of Safety, Denver Sheriff Department, Appeal No. 28-16A  
*The Career Service Board deferred the decision on this case.*
2. Silver Gutierrez v. Denver Sheriff Department, Appeal No. 65-11A, Order of Remand from Denver District Court  
*The Career Service Board deferred the decision on this case.*
3. Appeal Nos. 38-15A and 60-15A, Motion  
*The Career Service Board granted the Motion, written order to follow.*

*The Board re-convened the meeting at 11:39 a.m.*

**VIII. Adjournment:** *Adjournment was at 11:39 a.m.*