



**Career Service Board Meeting #2306**  
**Minutes**  
**Thursday, February 16, 2017, 9:00 a.m.**  
**Webb Municipal Building**  
**201 W. Colfax Ave, Fourth Floor, Room 4.G.2**

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

**I. Opening:** *Meeting called to order at 9:02 a.m.*

- 1. Approval of the Agenda for the February 16, 2017 Board Meeting.**  
*The Board unanimously approved the agenda for the February 16, 2017 meeting.*
- 2. Approval of the Minutes for the February 2, 2017 Board Meeting.**  
*The Board unanimously approved the minutes for the February 2, 2017 meeting.*

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

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

**IV. Public Hearing:**

1. Classification Notice No. 1534 – Proposed Change to the Classification and Pay Plan: Abolished Classifications

*Blair Malloy, Sr. Classification and Compensation Analyst from the Office of Human Resources, presented Classification Notice No. 1534 to the Board.*

*Ms. Malloy proposed the abolishment of the classifications listed below.*

<u>Classification Title</u>	<u>Pay Grade</u>
Quality Improvement Nurse	808-O
Sr. Clinical Social Worker	806-O
Sr. Quality Improvement Nurse	810-O
Psychologist Candidate for License	807-O
Nursing Aide	605-O
Behavioral Health Technician	605-O
Pharmacy Technician	606-O
Emergency Service Patrol Team Leader	610-O
Laboratory Technician	610-O
Medical Records Coder	613-O
Psychology Intern	407-O
Museum Security Officer	608-N

*Board co-chair Gina Casias asked how long the classifications have been vacant.*

*Ms. Malloy responded that some were vacated within the last year.*

*The Board unanimously approved Classification Notice No. 1534.*

2. Public Hearing Notice No. 539 – Proposed Revision to Career Service Rule 1: Definitions

*Dani Brown, HR Manager from the Office of Human Resources, presented Public Hearing Notice No. 539 to the Board.*

*Ms. Brown reviewed each proposed change to Rule 1.*

*When Ms. Brown suggested that language be added to the definition of “continuous service date” to signify that it only relates to leave and layoffs, Ms. Casias asked if an employee’s continuous service date is also used for the determination of benefits.*

*Ms. Brown responded that an employee’s continuous service date only pertains to leave and layoffs. She explained that there is no need for the continuous service date in determining benefits such as health insurance eligibility since an employee is either eligible for insurance or they are not, regardless of their continuous service date.*

*Board member Neil Peck asked if the words “continuous service date” show up in other contexts within the rules.*

*Ms. Casias also asked if “continuous service date” is mentioned in the rules with regard to pension.*

*Ms. Brown replied that she does not believe the term “continuous service date” is used in any rules other than those related to leave and layoffs. She also said that employee pension is defined by ordinance rather than the Career Service rules.*

*Karen Niparko, Executive Director of the Office of Human Resources, suggested going back and looking through the rules to ensure that “continuous service date” is not used in other areas.*

*Ms. Brown agreed to do so and said she would also ask Heather Britton, the Benefits and Wellness Manager, about the use of “continuous service date” with regard to benefits.*

*The Board unanimously approved Public Hearing Notice No. 539, assuming there are no changes needed with regard to the definition of “continuous service date.” Any necessary changes will be brought before the Board.*

**V. Director’s Briefing:**

1. *Karen Niparko, Executive Director of the Office of Human Resources, updated the Board on current vacant positions within the Office of Human Resources.*
2. *Ms. Niparko also said that the proposed HR classification changes resulting from the recent HR classification study conducted by Segal Waters are being posted and will be presented to the Board in the March 2 meeting.*

**VI. Pending 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. *Krishna Colquitt v. Department of Human Services, Appeal No. 34-15A  
The Career Service Board affirmed the Hearing Officer’s decision, written order to follow.*

4. Anna Romero v. Department of Safety, Denver Sheriff Department, Appeal No. 28-16A  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*

**VII. Executive Session:**

*The Board went into executive session at 9:16 a.m. to discuss staffing matters and the following cases:*

1. Steven Roybal v. Department of Safety, Denver Sheriff Department, Appeal No. 44-16A  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
2. Monwell Fuller v. Department of Safety, Denver Sheriff Department, Appeal No. 46-16A  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
3. Donna Lawrence v. Denver International Airport, Airport Infrastructure Management, Appeal No. 41-16A  
*The Career Service Board denied the appeal and affirmed the Hearing Officer's decision, written order to follow.*

*The Board re-convened the meeting at 10:32 a.m.*

**VIII. Adjournment:** *Adjournment was at 10:33 a.m.*