



**Career Service Board Meeting #2307**  
**Minutes**  
**Thursday, March 2, 2017, 4:30 p.m.**  
**Webb Municipal Building**  
**201 W. Colfax Ave, Fourth Floor, Room 4.G.2**

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

**I. Opening:** *Meeting called to order at 4:41 p.m.*

**1. Approval of the Agenda for the March 2, 2017 Board Meeting.**

*The Board unanimously approved the agenda for the March 2, 2017 meeting.*

**2. Approval of the Minutes for the February 16, 2017 Board Meeting.**

*The Board unanimously approved the minutes for the February 16, 2017 meeting.*

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

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

**IV. Public Hearing:**

**1. Public Hearing Notice No. 540 – Prevailing Wages – Quality Control & Assurance Technician**

*Alena Duran, Classification and Compensation Analyst from the Office of Human Resources, presented Public Hearing Notice No. 540 to the board.*

*Ms. Duran recommended the creation of the following classification:*

<u>Classification</u>	<u>Base Wage</u>	<u>Fringes</u>	<u>Total Wages</u>
Quality Control and Assurance Technician	\$21.37/hr	\$6.74/hr	\$28.11/hr

*The board unanimously approved Public Hearing Notice No. 540.*

**2. Classification Notice No. 1535 – Human Resources Classifications**

*Nicole de Gioia-Keane, Classification and Compensation Manager, and Blair Malloy, Sr. Classification and Compensation Analyst, both from the Office of Human Resources (OHR), presented Classification Notice No. 1535 to the board.*

*Ms. de Gioia-Keane said that OHR contracted with Segal Waters, a third-party consultant, to conduct a comprehensive study of the city's HR classifications.*

*The study resulted in the following recommendations:*

New Classifications

<u>Class Title</u>	<u>Proposed Pay Grade</u>
ADA Leave Coordinator	A-809 (\$55,132-\$88,211)
Associate Human Resources Business Partner	A-807 (\$48,244-\$77,190)

Associate Recruiter	A-807 (\$48,244-\$77,190)
Benefits Analyst	A-807 (\$48,244-\$77,190)
Benefits and Wellness Director	A-817 (\$94,022-\$150,435)
Classification and Compensation Analyst	A-809 (\$55,132-\$88,211)
Classification and Compensation Director	A-817 (\$94,022-\$150,435)
Deputy Director of the Office of Human Resources	A-820 (\$114,859-\$183,774)
Employee Relations Specialist	A-812 (\$67,350-\$107,760)
Equal Employment Opportunity Administrator	A-813 (\$71,997-\$115,195)
Executive Director of the Office of Human Resources	A-823 (\$140,313-\$224,501)
Human Resources Business Partner	A-809 (\$55,132-\$88,211)
Human Resources Data Analyst	A-809 (\$55,132-\$88,211)
Human Resources Director	A-816 (\$87,953-\$140,725)
Human Resources Service Center Supervisor	A-808 (\$51,573-\$82,517)
Human Resources Technology and Innovation Director	A-817 (\$94,022-\$150,435)
Instructional Designer	A-810 (\$58,936-\$94,298)
Lead Human Resources Technician	A-616 (\$20.75-\$30.30)
Learning and Development Administrator	A-811 (\$63,003-\$100,805)
Learning and Development Analyst	A-807 (\$48,244-\$77,190)
Learning and Development Director	A-817 (\$94,022-\$150,435)
Leave Administration Coordinator	A-807 (\$48,244-\$77,190)
Leave Administration Manager	A-813 (\$71,997-\$115,195)
Onboarding Supervisor	A-812 (\$67,350-\$107,760)
Organizational Development Specialist	A-812 (\$67,350-\$107,760)
Recruiter	A-809 (\$55,132-\$88,211)
Recruiting Manager	A-814 (\$76,965-\$123,144)
Senior Benefits Analyst	A-809 (\$55,132-\$88,211)
Senior Classification and Compensation Analyst	A-811 (\$63,003-\$100,805)
Senior Human Resources Business Partner	A-811 (\$63,003-\$100,805)
Senior Human Resources Data Analyst	A-811 (\$63,003-\$100,805)
Senior Instructional Designer	A-812 (\$67,350-\$107,760)
Senior Learning and Development Analyst	A-809 (\$55,132-\$88,211)
Senior Recruiter	A-811 (\$63,003-\$100,805)
Talent & Development Manager	A-814 (\$76,965-\$123,144)
Talent Acquisition Director	A-817 (\$94,022-\$150,435)
Wellness Program Coordinator	A-807 (\$48,244-\$77,190)

Title and Pay Grade Change

<u>Current Classification</u>	<u>Proposed Classification</u>
Human Resources Support Technician	Human Resources Technician I
<u>Current Pay Grade and Range</u>	<u>Proposed Pay Grade and Range</u>
A-614 (\$18.99-\$27.72)	A-613 (\$18.16-\$26.52)

Title Changes

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Human Resources Technician	Human Resources Technician II
Leave Administration Coordinator	Leave Technician

Abolishments

<u>Classification Title</u>
Agency Human Resources Director
Associate Human Resources Professional
Associate Human Resources Professional - Hourly
Executive Director of Human Resources

*Executive Director of Human Resources - Hourly  
Human Resources Specialist  
Human Resources Technician Supervisor  
Senior Human Resources Professional  
Senior Human Resources Professional - Hourly  
Staff Human Resources Professional*

*Ms. de Gioia-Keane said OHR is viewing this large-scale study as a pilot and said this approach may be proposed to other agencies with multiple requests for classification and pay audits.*

*Board co-chair Patti Klinge asked if Ms. de Gioia-Keane anticipates a situation where numerous audit requests would be received from one agency.*

*Ms. de Gioia-Keane said she thinks it is possible.*

*Ms. Klinge asked if any classifications were retained at a higher pay grade than the one recommended by the consultant.*

*Ms. Malloy said that there were some classifications kept at a higher pay rate than recommended for the purpose of maintaining internal equity between jobs. She said it is important to keep a series of classifications intact to prevent large gaps in pay.*

*Ms. de Gioia-Keane also stated the importance of keeping a series of classifications intact. She said they try very hard to keep a two pay grade distance between jobs in a series.*

*Ms. de Gioia-Keane informed the board that a full pay equity review is planned for employees in OHR. She said once all of the employees have been placed in their new titles and pay grades, they will evaluate data such as years of experience and education level to ensure that employees fall correctly within their pay ranges.*

*Ms. Klinge asked how those pay adjustments would be made in accordance to the Career Service rules.*

*Ms. Malloy responded that the recent change to rule 9-39 now allows for pay adjustments within a salary range.*

*Board member Neil Peck asked why OHR will be making subjective judgements on employees' pay when an elaborate study was just completed in which an objective analysis was made.*

*To clarify, Ms. Klinge explained to Mr. Peck that the study conducted by Segal Waters was simply to determine appropriate titles and the pay ranges these titles should fall within. She said the planned pay equity review will ensure that employees are paid correctly within their respective salary ranges based on their level of education and amount of experience. She said the purpose of the pay equity review is to identify and eliminate any severe inequities.*

*Ms. de Gioia-Keane pointed out that no subjective judgements will be placed on an individual employee's pay. She said they simply want to identify any outliers that need to be called to the Executive Director of OHR's attention.*

*Board co-chair Gina Casias asked if the changes resulting from this planned pay equity review will be brought before the board for approval.*

*Ms. de Gioia-Keane said these changes will be reviewed by Karen Niparko, the Executive Director of OHR, rather than the board.*

*Ms. Casias said it makes sense for the Executive Director of OHR to review and approve pay equity requests for the city, as it states in rule 9, but said when it comes to requests for OHR employees, there should be checks and balances in place.*

*The board deliberated on the issue of who should be approving pay equity requests for OHR and decided it warrants further discussion.*

*When Ms. Casias asked fellow board members for a motion on the classification notice, Bob Wolf, Assistant City Attorney, asked the board to defer approval until after executive session.*

*Following the conclusion of executive session, the board unanimously approved Classification Notice No. 1535.*

**V. Director's Briefing:** *None.*

**VI. Pending Cases:**

1. 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.*
2. 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.*
3. 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.*
4. 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.*

**VII. Executive Session:**

*The Board went into executive session at 5:14 p.m. to discuss staffing matters and the following case:*

1. Isabelle Rocha v. Denver Department of Safety, Denver Sheriff Department, Appeal No. 19-16A  
*The Career Service Board deferred the decision on this case.*

*The Board re-convened the meeting at 5:45 p.m.*

**VIII. Adjournment:** *Adjournment was at 5:45 p.m.*