



Career Service Board Meeting #2310
Minutes
Thursday, April 20, 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)
Patricia Barela Rivera

- I. Opening: Meeting called to order at 9:03 a.m.
1. Approval of the Agenda for the April 20, 2017 Board Meeting.
2. Approval of the Minutes for the April 6, 2017 Board Meeting.

II. Board Comments: None.

III. Public Comments: None.

IV. Public Hearing:

- 1. Classification Notice No. 1540 – Pay Survey Market Analysis 2017

Karen Niparko, Executive Director of the Office of Human Resources, said this annual pay survey is required each year and explained that it is important in ensuring that the city's pay ranges are competitive with other salaries in the market.

Nicole de Gioia-Keane, Classification and Compensation Manager, and Blair Malloy, Senior Classification and Compensation Analyst, both from the Office of Human Resources, presented Classification Notice No. 1540 to the board.

Ms. de Gioia-Keane said this year's presentation includes findings from the 2016 Segal Waters pay audit. She said the third-party audit is required by ordinance every four years.

As a result of the 2017 pay survey market analysis, the following occupational group adjustments were recommended, effective July 1, 2017.

Table with 2 columns: Occupational Group and Proposed Average Occupational Group Adjustment. Rows include General Administrative (3.71%), Clerical (5.13%), Engineering & Science (0.63%), Information Technology (2.73%), Maintenance & Operations (0.62%), Legal (0%), Enforcement, Compliance, & Protective Services (0.74%), Healthcare (0%), and Fiscal (0%).

The following pay grade adjustments were also proposed. These adjustments will be effective January 1, 2018.

A – General Administrative		
Classification	From	To
Agency Trainer	A-807	A-809
Agency Trainer Supervisor	A-809	A-811
Airport Communications Center Specialist	A-616	A-619
Airport Communications Center Supervisor	A-808	A-810
Airport Emergency Dispatcher	A-615	A-618
Airport Operations Officer - Airfield & Ramp Tower	A-621	A-624
Airport Operations Representative	A-615	A-618
Assistant Golf Professional	A-614	A-616
Aviation Security Technician	A-613	A-616
Claims Adjuster I	A-615	A-617
Claims Adjuster II	A-807	A-809
Concession/Asset Supervisor	A-811	A-813
Contract Administration Supervisor	A-810	A-812
Contract Administrator	A-808	A-810
Contract Compliance Coordinator	A-618	A-620
Contract Compliance Supervisor	A-808	A-810
Contract Compliance Technician	A-614	A-616
Eligibility Specialist	A-613	A-615
Eligibility Supervisor	A-807	A-809
Eligibility Technician I	A-611	A-613
Eligibility Technician II	A-612	A-614
Golf Professional	A-807	A-809
Human Services Advocate	A-610	A-612
Lead Eligibility Tech	A-613	A-615
Medical Only Claims Adjuster	A-612	A-614
Ramp Tower Supervisor	A-810	A-811
Terminal Operations Officer	A-621	A-624
Youth Worker	A-610	A-612

E – Engineering & Science		
Classification	From	To
Architect	E-813	E-814
Associate Parks Landscape Planner	E-810	E-811
Aviation Noise Abatement Officer	E-811	E-812
Aviation Noise Abatement Supervisor	E-815	E-816
Aviation Program Manager	E-819	E-820
City Engineer	E-824	E-825
City Surveyor	E-817	E-818
Director	E-819	E-820
Engineer	E-813	E-814
Engineer/Architect Director	E-821	E-822
Engineer/Architect Executive	E-823	E-824
Engineer/Architect Manager	E-819	E-820
Engineer/Architect Specialist	E-817	E-818
Engineer/Architect Supervisor	E-817	E-818
Engineering Associate	E-619	E-620
Fire Protection Engineer	E-816	E-817
Fire Protection Supervisor	E-817	E-818
Fleet Maintenance Support Engineer	E-813	E-814
Land Surveyor	E-812	E-813
Land Surveyor Supervisor	E-814	E-815
Landscape Architect Supervisor	E-815	E-816
Manager	E-817	E-818
Plans Review Engineer	E-816	E-817

<i>Principal Project Manager</i>	<i>E-821</i>	<i>E-822</i>
<i>Project Manager I</i>	<i>E-813</i>	<i>E-814</i>
<i>Project Manager II</i>	<i>E-815</i>	<i>E-816</i>
<i>Senior Architect</i>	<i>E-816</i>	<i>E-817</i>
<i>Senior Engineer</i>	<i>E-816</i>	<i>E-817</i>
<i>Senior Engineer/Architect Manager</i>	<i>E-820</i>	<i>E-821</i>
<i>Senior Engineering Associate</i>	<i>E-811</i>	<i>E-812</i>
<i>Senior Landscape Architect</i>	<i>E-813</i>	<i>E-814</i>
<i>Staff Architect Associate</i>	<i>E-810</i>	<i>E-811</i>
<i>Staff Engineer</i>	<i>E-810</i>	<i>E-811</i>
<i>Staff Land Surveyor</i>	<i>E-810</i>	<i>E-811</i>
<i>Staff Parks Landscape Planner</i>	<i>E-619</i>	<i>E-620</i>
<i>Urban Design Architect</i>	<i>E-813</i>	<i>E-814</i>

I – Information Technology		
Classification	From	To
<i>911 Systems Administrator I</i>	<i>I-625</i>	<i>I-626</i>
<i>911 Systems Administrator II</i>	<i>I-814</i>	<i>I-815</i>
<i>Administrator I</i>	<i>I-815</i>	<i>I-816</i>
<i>Administrator II</i>	<i>I-817</i>	<i>I-818</i>
<i>Administrator III</i>	<i>I-819</i>	<i>I-820</i>
<i>Associate Data Architect</i>	<i>I-813</i>	<i>I-814</i>
<i>Associate Information Technology Systems Administrator</i>	<i>I-811</i>	<i>I-812</i>
<i>Associate Information Technology Systems Analyst</i>	<i>I-811</i>	<i>I-812</i>
<i>Associate ERP Analyst</i>	<i>I-812</i>	<i>I-813</i>
<i>Associate ERP Developer</i>	<i>I-812</i>	<i>I-813</i>
<i>Associate Information Technology Developer</i>	<i>I-811</i>	<i>I-812</i>
<i>Data Team Administrator</i>	<i>I-809</i>	<i>I-810</i>
<i>Database Administrator I</i>	<i>I-622</i>	<i>I-623</i>
<i>Database Administrator II</i>	<i>I-812</i>	<i>I-813</i>
<i>Database Administrator III</i>	<i>I-814</i>	<i>I-815</i>
<i>Geographic Information Systems Analyst</i>	<i>I-619</i>	<i>I-620</i>
<i>Geographic Information Systems Data Administrator</i>	<i>I-813</i>	<i>I-814</i>
<i>Geographic Information Systems Photogrammetry Administrator</i>	<i>I-813</i>	<i>I-814</i>
<i>Geographic Information Systems Technician</i>	<i>I-614</i>	<i>I-615</i>
<i>Information Technology Director</i>	<i>I-820</i>	<i>I-821</i>
<i>Information Technology Executive</i>	<i>I-822</i>	<i>I-823</i>
<i>Information Technology Manager</i>	<i>I-816</i>	<i>I-817</i>
<i>Information Security Manager</i>	<i>I-817</i>	<i>I-818</i>
<i>Information Security Specialist</i>	<i>I-815</i>	<i>I-816</i>
<i>Information Technology Systems Architect</i>	<i>I-816</i>	<i>I-817</i>
<i>Senior ERP Analyst</i>	<i>I-814</i>	<i>I-815</i>
<i>Senior ERP Developer</i>	<i>I-814</i>	<i>I-815</i>
<i>Senior Director of Information Technology (provisionally approved)</i>	<i>I-821</i>	<i>I-822</i>
<i>Senior Information Technology Systems Administrator</i>	<i>I-813</i>	<i>I-814</i>
<i>Senior Information Technology Systems Analyst</i>	<i>I-813</i>	<i>I-814</i>
<i>Senior Information Technology Developer</i>	<i>I-813</i>	<i>I-814</i>
<i>Senior Information Technology Manager</i>	<i>I-818</i>	<i>I-819</i>
<i>Senior Data Architect</i>	<i>I-815</i>	<i>I-816</i>
<i>Senior Geographic Information Systems Analyst</i>	<i>I-809</i>	<i>I-810</i>
<i>Staff Data Architect</i>	<i>I-624</i>	<i>I-625</i>
<i>Staff ERP Analyst</i>	<i>I-622</i>	<i>I-623</i>
<i>Staff ERP Developer</i>	<i>I-622</i>	<i>I-823</i>
<i>Staff Information Technology Developer</i>	<i>I-621</i>	<i>I-622</i>
<i>Staff Information Technology Systems Administrator</i>	<i>I-621</i>	<i>I-622</i>
<i>Staff Information Technology Systems Analyst</i>	<i>I-621</i>	<i>I-622</i>
<i>Television Engineer</i>	<i>I-808</i>	<i>I-809</i>

J – Operations & Maintenance		
Classification	From	To
Golf Course Operator	J-617	J-619

N – Enforcement, Compliance, & Protective Services		
Classification	From	To
Park Ranger	N-614	N-615
Senior Park Ranger	N-617	N-618
Park Ranger Supervisor	N-809	N-810

V - Fiscal		
Classification	From	To
Accounting Specialist	V-812	V-813
Accounting Supervisor	V-812	V-813
Associate Accountant	V-808	V-809
Associate Financial Analyst	V-809	V-810
Associate Budget Analyst	V-809	V-810
Budget Analyst Specialist	V-813	V-814
Budget Analyst Supervisor	V-813	V-814
City Controller	V-819	V-820
Certified Public Accountant I	V-616	V-617
Certified Public Accountant II	V-808	V-809
Certified Public Accountant III	V-811	V-812
Certified Public Accountant IV	V-813	V-814
Economic Development Specialist - Business Development	V-808	V-809
Financial Analyst Specialist	V-813	V-814
Financial Analyst Supervisor	V-813	V-814
Financial Director	V-817	V-818
Financial Executive	V-819	V-820
Financial Manager	V-815	V-816
Fiscal Administrator I	V-812	V-813
Fiscal Administrator III	V-816	V-817
Fiscal Administrator II	V-814	V-815
Internal Audit Supervisor	V-813	V-814
Lead Internal Auditor	V-811	V-812
Lead Payroll Associate	V-808	V-810
Payroll Associate	V-615	V-617
Payroll Supervisor	V-811	V-813
Senior Budget Analyst	V-811	V-812
Senior Accountant	V-810	V-811
Senior Financial Analyst	V-811	V-812
Senior Internal Auditor	V-810	V-811
Senior Payroll Associate	V-807	V-809
Staff Accountant	V-618	V-619
Staff Budget Analyst	V-619	V-620
Staff Financial Analyst	V-619	V-620
Staff Internal Auditor	V-619	V-620

Board co-chair Patti Klinge asked how these pay recommendations are considered relative to total compensation.

Ms. Niparko responded that compensation is a large component of total rewards. She said the Office of Human Resources has just completed a total rewards study through Segal Waters, a consultant that collected data from public and private sector employers regarding pay and other employee benefits, such as leave, health insurance, educational assistance, and pension. She said this study will help to formulate budget recommendations.

Ms. Malloy said that besides the proposed pay grade adjustments, the current classification notice also abolishes pay grade V-806. She said this abolishment was supposed to be included in Classification Notice 1526 from August 4, 2016, but it was accidentally overlooked.

Ms. Malloy also pointed out that the current classification notice includes the classifications in the following notices that are in various stages of approval:

Classification Notice No. 1536: Minimum Wage Increases

Classification Notice No. 1537: Senior Director of Information Technology

Classification Notice No. 1538: Fire Alarm Technician, Fire Sprinkler Technician, Millwright

Classification Notice No. 1539: Manager of Air Service Development

Ms. Klinge asked what type of feedback has been received from internal reviews.

Ms. de Gioia-Keane responded that the feedback has been very positive.

Ms. Klinge then asked what the feedback has been from financial partners.

Stephanie Karayannis Adams, Budget and Management Director from the Department of Finance, responded that she was surprised by the recommendations at first. However, her primary interest is in the long-term financial sustainability of the city and she says she recognizes this as a really important investment.

Ms. Niparko asked Ms. de Gioia-Keane to clarify whether the current proposal includes uniformed employees and mayoral appointees.

Ms. de Gioia-Keane responded that this study does not include uniformed employees or mayoral appointees.

Public hearing speaker Jill Ferguson, Administrator II from Public Works Finance and Administration, said that, within her group, there were supervisors and managers who did not receive a classification upgrade while some of their direct reports did. She said they now have supervisors and managers that are at lower classifications than their direct reports.

Ms. Niparko responded that the Classification and Compensation team will certainly look into this issue.

The Career Service Board unanimously approved Classification Notice No. 1540.

2. Public Hearing Notice No. 543 – Proposed Revision of Career Service Rule 13: Pay for Performance

Pete Garritt, HR Supervisor, and Patti Rowe, Director of Learning and Development, both from the Office of Human Resources, presented Public Hearing Notice No. 543 to the board.

Mr. Garritt outlined each proposed change to Rule 13 and Ms. Rowe explained the rationale behind these changes.

Board member Patricia Barela Rivera asked what that majority of employee performance ratings have been in the past.

Ms. de Gioia-Keane responded that most employee ratings in the past have been “exceeds expectations.” She also said there has been a trend in the last five or six years of upward compression where more employees have been rated in the “exceeds expectations” and “outstanding” categories. She said the Office of Human Resources is working to fix this issue.

The Career Service Board unanimously approved Public Hearing Notice No. 543.

V. Director's Briefing:

1. *Pete Garritt, HR Supervisor from the Office of Human Resources, introduced Heather Smith to the board. Ms. Smith took on the role of Compliance Officer for the HR Technology and Innovation team on April 10.*

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. *Isabelle Rocha v. Department of Safety, Denver Sheriff Department, Appeal No. 19-16A.
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
5. *William Jackson v. Department of Safety, Denver Sheriff Department, Appeal No. 42-16A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
6. *Daniel Williams v. Department of Safety, Denver Sheriff Department, Appeal No. 52-16A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*

VII. Executive Session:

The Board went into executive session at 9:59 a.m. to discuss staffing matters and the following cases:

1. *Ryan Bosveld v. Department of Safety, Denver Sheriff Department, Appeal No. 53-16A
The Career Service Board deferred the decision on this case.*

The Board re-convened the meeting at 10:18 a.m.

VIII. Adjournment: *Adjournment was at 10:18 a.m.*