



Career Service Board Meeting #2316

Minutes

Thursday, July 20, 2017, 9:00 a.m.

Webb Municipal Building

201 W. Colfax Ave, Fourth Floor, Room 4.G.2

Patti Klinge (Co-Chair)

Neil Peck

Patricia Barela Rivera

Tracy Winchester

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

1. Approval of the Agenda for the July 20, 2017 Board Meeting.

The board unanimously approved the agenda for the July 20, 2017 meeting.

2. Approval of the Minutes for the July 6, 2017 Board Meeting.

Board co-chair Patti Klinge suggested a change to the minutes under item VII: Executive Session. She proposed that the minutes for the July 6 meeting and all meeting minutes moving forward no longer say the board went into executive session to discuss staffing matters. She suggested that the minutes simply state that the board went into executive session.

The board unanimously approved the minutes for the July 6, 2017 meeting as amended.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

1. Classification Notice No. 1544 – Associate Internal Auditor

Lori Schumann, Senior Classification and Compensation Analyst from the Office of Human Resources, presented Classification Notice No. 1544 to the board.

Ms. Schumann proposed the following new classification and pay grade:

<u>Classification</u>	<u>Pay Grade</u>
Associate Internal Auditor	V-808 (\$51,170 - \$81,872)

Board member Patricia Barela Rivera asked if this classification is for multiple positions.

Ms. Schumann responded that only one position will exist for this classification.

The Career Service Board unanimously approved Classification Notice No. 1544.

V. Director's Briefing:

Susan O'Neill, Senior Classification and Compensation Analyst from the Office of Human Resources, presented a request from the Department of Safety and Denver 911 Communications Center. She asked for overtime approval for exempt Emergency Communication Supervisors and said it is in accordance with Career Service Rule 9-93A.

Ms. O'Neill said the 911 Communications Center is currently experiencing recruiting and retention problems due to the following:

- *Internal 911 employees do not want to move into the Emergency Communications Supervisor positions because they will lose eligibility for overtime*
- *Candidates for these positions self-screen out of the application process because they know they can receive better compensation elsewhere*
- *Employees who currently hold these positions leave their jobs for better compensation in similar jurisdictions*

Ms. O'Neill said that approval of this overtime request will bring the classification into alignment with the pay provided by other jurisdictions and alleviate the recruitment and retention problem the 911 Communications Center is currently experiencing.

Board member Tracy Winchester asked how much overtime is worked, in general, by the non-exempt employees and if it might be cost-effective to add another employee to alleviate some of the additional hours employees are working.

Athena Butler, Director of the Denver 911 Communications Center, responded that overtime is paid from vacancy savings. She said there are times when overtime is mandatory, but employees can always volunteer for extra hours.

Ms. Winchester asked if there is a minimum number of overtime hours that 911 employees are required to work.

Ms. Butler responded that if enough employees volunteer for overtime, there is no minimum number of overtime hours required.

The Career Service Board unanimously approved the request to provide overtime to Emergency Communication Supervisors.

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. *Ryan Bosveld v. Department of Safety, Denver Sheriff Department, Appeal No. 53-16A
The Career Service Board reversed the Hearing Officer's decision and remanded the case back to the Hearing Office for reconsideration of the penalty.*
3. *Sonya Leyba v. Department of Safety, Denver Sheriff Department, Appeal No. 25-16A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
4. *Jose Santistevan, Jr. v. Denver Parks and Recreation, Appeal No. 75-16A
The Career Service Board denied the Respondent's Motion to Dismiss Agency's Appeal as Moot.*

VII. Executive Session:

The Board went into executive session at 9:19 a.m.

The following case was discussed:

*Angela Barra V. Department of Safety, Denver Sheriff Department, Appeal No. 01-16A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*

The Board re-convened the meeting at 10:20 a.m.

VIII. Adjournment: *Adjournment was at 10:22 a.m.*