



Career Service Board Meeting #2319
Minutes
Thursday, September 7, 2017, 4:30 pm
Webb Municipal Building
201 W. Colfax Ave, Fourth Floor, Room 4.G.2

Neil Peck (Co-Chair)
Patti Klinge (Co-Chair)
Karen DuWaldt
Patricia Barela Rivera
Tracy Winchester

I. Opening: *Meeting was called to order at 4:36 pm*

- 1. Approval of the Agenda for the September 7, 2017 Board Meeting.**
The Board unanimously approved the agenda for the September 7, 2017 meeting.
- 2. Approval of the Minutes for the August 3, 2017 Board Meeting.**
The Board unanimously approved the minutes for the August 3, 2017 meeting.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

- 1. Classification Notice No. 1546 – Director of the Denver Office of Economic Development**

Blair Malloy, Senior Classification & Compensation Analyst, introduced Classification Notice No. 1546, to amend the Classification & Pay Plan by changing the pay grade of the Director of the Denver Office of Economic Development from A-820 to A-823.

<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
A-820 (\$119,440 - \$154,868 - \$190,606)	A-823 (\$145,529 - \$189,188 - \$232,846)

The Career Service Board unanimously approved Classification Notice No. 1546.

- 2. Public Hearing Notice No. 550–Prevailing Wage: Finisher & Journeyman (Tile-Marble-Terrazo)**

Alena Duran, Classification & Compensation Analyst, introduced Public Hearing Notice No. 550-Prevailing Wage Review, to adopt a change in the pay and/or fringe benefits of the prevailing wage of the classification of workers “Finisher & Journeyman (Tile-Marble-Terrazo)”.

Based on this review, the following wage rate revisions were proposed:

	<u>Current</u>			<u>Proposed</u>		
	<u>Base Wage</u>	<u>Fringes</u>	<u>Total</u>	<u>Base Wage</u>	<u>Fringes</u>	<u>Total</u>
Finisher (Tile, Marble, Terrazzo)	\$20.87/hr	\$8.42/hr	\$29.29/hr	\$21.38/hr	\$8.86/hr	\$30.24/hr
Journey man (Tile, Marble, Terrazzo)	\$26.83/hr	\$8.48/hr	\$35.31/hr	\$27.33/hr	\$8.92/hr	\$36.25/hr

The Career Service Board unanimously approved Public Hearing Notice No. 550.

2. Public Hearing Notice No. 551–Proposed Revision to Career Service Rule 9

Heather Smith, HR Compliance Officer, introduced Public Hearing Notice No. 551-Proposed Revision to Career Service Rule 9 (Pay Administration).

Ms. Smith reviewed the proposed changes to Section 9-39, Section 9-66, and Section 9-67 to Rule 9. Patti Klinge, Board Co-Chair, asked how the amounts for the recruitment bonus in Section 9-66 were determined, particularly with tight labor market conditions currently prevailing in Denver.

Nicole de Gioia-Keane, Director of Classification & Compensation, responded comparable market data was reviewed and noted the revision will provide some flexibility for hiring managers in determining the appropriate amount to be paid, up to \$10,000, with approval by OHR.

Cindy Bishop, Director of Talent Acquisition, also clarified the bonus was designed to be an incentive to assist hiring managers in securing candidates for hard-to-fill positions.

The Career Service Board unanimously approved Public Hearing Notice No. 551.

3. Public Hearing Notice No. 547–Proposed Revision to Career Service Rules 2, 3, and 16

Heather Smith, HR Compliance Officer, introduced Public Hearing Notice No. 547-Proposed Revision to Career Service Rules No. 2 (Career Service Board), No. 3 (Recruitment & Selection), No. 16 (Code of Conduct & Discipline). Ms. Smith reviewed the proposed revisions of language to the Rules.

Karla Pierce, Assistant City Attorney, asked the Board to table voting on the proposed revisions for a few minutes to permit Ms. Pierce to review the language. Ms. Pierce reviewed the language and stated there was no issue with approving the revisions.

The Career Service Board unanimously approved Public Hearing Notice No. 547.

4. Public Hearing Notice No. 548–Proposed Revision to Career Service Rule 7-34

Heather Smith, HR Compliance Officer, introduced Public Hearing Notice No. 548-Proposed Revision to Career Service Rule 7-34 (Audits). Ms. Smith reviewed the proposed changes to Rule 7, Section 7-34.

The Career Service Board unanimously approved Public Hearing Notice No. 548.

V. Director’s Briefing:

1. 2017 Employee Engagement Survey Results

Dylan Galaty from PricewaterhouseCoopers and Christopher Longshore, Director of HR Technology & Innovation, presented the results of the 2017 Employee Engagement Survey encompassing all the city’s employees. Overall, scores in all categories were very good and

the participation level was high at 70% or better, except for two agencies where the workforce is mostly unionized, and engagement scores were significantly improved.

The top three issues identified were: (1) fear of retaliation for expressing feedback or opinion; (2) lack of action in managing poor performers; (3) competitive pay. Neil Peck, Board Co-Chair, asked whether there was comparative data available measuring the City & County of Denver's scores to other municipalities. Mr. Galaty responded this data was not part of the scope of the survey, but in general, the City's scores would be considered excellent. Board Member Tracy Winchester asked how the work environment was defined in the survey questions, to which Mr. Longshore responded it was partly in emotional terms and partly physical comfort.

Board Member Patricia Barela Rivera expressed concern about employees feeling their managers and co-workers are not inclusive. Board Member Karen DuWaldt asked whether the questions were worded to focus on a more cognitive definition of inclusion versus the more traditional diversity categories. Mr. Galaty responded the question was designed to elicit feedback on whether differences in thought and approach was welcomed, rather than sexism or racism.

Ms. Barela Rivera asked what the next steps are in terms of using the survey's data. Karen Niparko stated the Office of Human Resources ("OHR") would be working with the agency heads to dive deeper into some issues, create action teams with employee participation, and provide the mayor with quarterly progress reports. Mr. Longshore noted his team would also analyze the data in more detail to develop trends and identify areas for Peak Performance.

Ms. Klinge commended OHR for a job well-done as evidenced by the survey results.

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.

VII. Executive Session:

The Board went into executive session at 5:45 pm. A staffing issue was discussed.

The following cases were also discussed:

1. Jose Santistevan, Jr. v. Denver Parks and Recreation, Appeal No. 75-16A
The Career Service Board reversed the Hearing Officer's decision and re-imposed the penalty, written order to follow.
2. Michelle Lee Tenorio & Ramon Delgado, Office of Economic Development, Appeal No. 34-16A and 36-16A
The Career Service Board deferred consideration of this case to the next board meeting.
3. Silver Gutierrez & Denver Sheriff Department, Appeal No. 65-11A
The Career Service Board denied the Respondent's Motion to Dismiss and reaffirmed the Hearing Officer's decision, written order to follow.

The Board re-convened the meeting at 6:44 pm.

VIII. Adjournment: *Adjournment was at 6:45 pm.*