



Career Service Board Meeting #2323
Minutes
Thursday, November 2, 2017, 4:30pm
Webb Municipal Building
201 W. Colfax Ave, Fourth Floor, Room 4.G.2

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

I. Opening: *Meeting was called to order at 4:35pm*

- 1. Approval of the Agenda for the November 2, 2017 Board Meeting.**
The Board unanimously approved the agenda for the November 2, 2017 meeting.
- 2. Approval of the Minutes for the October 19, 2017 Board Meeting.**
The Board unanimously approved the minutes for the October 19, 2017 meeting.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

- 1. Classification Notice No. 1549 – Business License Inspector**

Alena Duran, Classification & Compensation Analyst, introduced Classification Notice No. 1549, to amend the Classification & Pay Plan by changing the pay grade of Business License Inspector from N-615 to N-617.

Current Pay Grade
N-615 (\$18.89-\$23.24-\$27.58)

Proposed Pay Grade
N-617 (\$20.65-\$25.40-\$30.15)

Board Member Tracy Winchester asked if the five employees impacted by the grade change would receive raises. Ms. Duran replied no adjustment was necessary as the employees' current pay rate falls within the range of the new pay grade.

The Career Service Board unanimously approved Classification Notice No. 1549.

- 2. Classification Notice No. 1550 – Licensing Technician Series**

Alena Duran, Classification & Compensation Analyst, introduced Classification Notice No. 1550, proposing to create a new classification, Licensing Technician II, to provide a career path for this classification series and differentiate the more complex responsibilities performed by the new second level, and a revision of the classification title of Licensing Technician to Licensing Technician I, with no changes to duties or responsibilities.

TITLE CHANGE ONLY

Job Code:CC2353
Present Class Title:
 Licensing Technician

Proposed Class Title:
 Licensing Technician I
 Pay Grade: C-615
 Present Pay Range: \$19.54 - \$24.04 - \$28.53

NEW CLASSIFICATION

Job Code:CC3056
Classification Title:
 Licensing Technician II
 Pay Grade: C-616
 Pay Range: \$20.43 - \$25.13 - \$29.83

Ms. Duran noted there was not a current match to the market, however, it is proposed to create a new pay relationship between the Licensing Technician I and the Motor Vehicle Technician II, which is at pay grade C-615, as both classifications assist customers with processing routine requests.

The Licensing Technician II classification performs more intermediate level work such as processing complex licenses, reviewing processing of routine licenses, working closely with attorneys, and scheduling public hearings.

Board Co-Chair Patti Klinge asked if creating the Licensing Technician II classification is intended to provide a career path for current Licensing Technicians already doing the more complex work, to which Ms. Duran confirmed was the case for three employees.

Board Member Tracy Winchester asked if the qualification of having one year of experience at the Licensing Technician I level when applying for the Licensing Technician II position meant the position was meant to be filled internally, to which Ms. Duran replied in the affirmative. Ms. Winchester also inquired about the certification requirement, which Ms. Duran clarified reflecting the various terminology for having a GED Certificate.

The Career Service Board unanimously approved Classification Notice No. 1550.

V. 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. 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.
4. 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.
5. Michelle Lee Tenorio & Ramon Delgado, Office of Economic Development, Appeal No. 34-16A and 36-16A
The Career Service Board affirmed the Hearing Officer's decision in Appeal No 34-16A, written order to follow.

The Career Service Board vacated the Hearing Officer's decision in Appeal 36-16A, remanding the case back to the Hearing Office, written order to follow.

VI. Executive Session:

The Board went into executive session at 4:46pm.

The following cases were discussed:

1. Jerilyn Schofield. vs. Denver District Attorney's Office, Appeal No. 08-17A
The Career Service Board denied the Petitioner-Agency's Motion for a Stay of the Hearing Officer's decision.
2. Thao Nguyen vs. Denver Sheriff's Department, Appeal No. 19-17
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
3. Suezann Bohner vs. Denver Public Works, Appeal No. 13-17A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
4. Jeremy Simons vs. Denver Sheriff's Department, Appeal No. 71-16A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
5. Darrin Turner vs. Denver Sheriff's Department, Appeal No. 01-17
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.

The Board re-convened the meeting at 5:26pm.

VII. Adjournment: *Adjournment was at 5:27pm.*