



Career Service Board Meeting #2329

Minutes

Thursday, February 1, 2018, 4:30pm

Webb Municipal Building

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

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

I. Opening: *Meeting was called to order at 4:30pm*

- 1. Approval of the Agenda for the February 1, 2018 Board Meeting.**
The Board unanimously approved the agenda for the February 1, 2018 meeting.
- 2. Approval of the Minutes for the January 18, 2018 Board Meeting.**
The Board unanimously approved the minutes for the January 18, 2018 meeting.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

- 1. Classification Notice No. 1556: Application Support Series**

Greg Thress, Classification & Compensation Analyst, introduced Classification Notice No. 1556, to amend the Classification & Pay Plan by creating two new classifications called Application Support Administrator Associate at pay grade A-809, and Application Support Administrator Senior at pay grade A-811.

<u>Proposed Title</u>	<u>Proposed Pay Grade</u>
Application Support Administrator Associate	A-809 (\$57,182-\$74,337-\$91,491)
Application Support Administrator Senior	A-811 (\$65,346-\$84,950-\$104,554)

An individual position audit determined an employee in the City Attorney's Office was a superuser of a software application used to store evidence, notes and other information related to cases and people. Based on the findings of this audit, the proposed Management Analyst III classification, as well as other current classifications reviewed, did not provide an appropriate match to the incumbent's position duties.

After consulting with Technology Services, it was determined a new classification series would provide a citywide benefit as there are other employees whose primary responsibilities involve supporting off-the-shelf software. These responsibilities include, but are not limited to installing, configuring, testing, monitoring and troubleshooting, as well as application security process, user setup, overseeing installation and/or upgrade of software application.

The new classifications will provide for an intermediate level position, Application Support Administrator Associate, and a senior-level position, Application Support Administrator Senior.

Mr. Thress noted three employees will be audited into the senior classification. Two employees are in Public Works, with one employee being increased to the new range minimum with a budget impact of approximately \$1,500, while the other is already within the pay range. The third employee is with the City Attorney's Office and will be brought to the new range minimum, with a budget impact of approximately \$11,900.

The Career Service Board unanimously approved Classification Notice No. 1556.

2. Classification Notice No. 1557: Abolishment of Certain Classifications

Alena Duran, Classification & Compensation Analyst, introduced Classification Notice No. 1557 to amend the Classification & Pay Plan by abolishing the following classifications which are all vacant.

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CA2157	311 Analyst Trainer	A-809
CO0557	Advanced Poison Information Specialist	O-809
CA0699	Aviation Land Administrator	A-810
CE0376	Aviation Planning Administrator	E-816
CG1844	Boating Ranger	Z-118
CO2681	Cardiopulmonary Technologist	O-618
TC0004	Cooperation Education Trainee	C-402
CO2699	Critical Care Respiratory Specialist	O-807
TJ1876	Custodial Trainee	J-403
CJ2394	Election Equipment and Supply Technician	J-616
CJ1924	Gardening Technician	J-610
CJ2676	Helicopter Mechanic	J-621
CJ1934	Hospital Housekeeping Manager	J-617
CC0270	Hospital Switchboard Operator	C-606
CI1677	Information Technology Project Manager	I-814
CO2648	Medical Services Representative	O-606
CO0593	Nursing Clinical Coordinator	O-810
TC0005	Office Occupations Trainee	C-402
CA2577	Police Photographic Specialist	A-615
TO0013	Psychology Intern	O-407
TA2585	Recreation Trainee	A-403
TA2871	Social Worker Intern	A-405
CA2701	Special Education Teacher	A-808
CA2709	Special Education Teacher Supervisor	A-810
CA2653	Special Education Teaching Assistant	A-611
CA2687	Special Education Teaching Asst Supervisor	A-615
CA2674	Staff Special Education Teacher	A-617
CA1008	Stapleton Redevelopment Programs Mgr.	A-810
CJ2710	Superintendent of Radio Communications	J-813
TJ2086	Utility Worker Trainee	J-405
TJ2621	Vocational Mechanic Trainee	J-410
CJ2623	Zoo Commissary Worker	J-608

These classifications were either replaced by newly created classifications, and/or are no longer needed by the department or agency. The departments or agencies that used these positions were notified and approved abolishment.

Board Member Tracy Winchester asked if there were any incumbent employees holding these positions, to which Ms. Duran responded in the negative.

Board Co-Chair Neil Peck asked how Classification & Compensation ensured these positions will not be needed again in the future. Ms. Duran responded records were reviewed over the

last five years to confirm none of these classifications were being utilized.

Board Member Karen DuWaldt asked why some of the positions were medical-related, which Ms. Duran stated reflects the continued attrition of Career Service employees retiring from Denver Health.

The Career Service Board unanimously approved Classification Notice 1557.

3. Public Hearing Notice No. 566: Proposed Revision to Career Service Rule 5-34

Lauren Locklear, HR Compliance Officer, and Julia Ostrom, Associate HR Business Partner for Denver County Courts, introduced Public Hearing Notice No. 566 proposing a revision to Career Service Rule No. 5-34.

Ms. Locklear noted the Rule currently provides a minimum six-month probation period for employees in the County Court Marshal classification. It is proposed Rule 5-34 be amended to require a probation period of twelve (12) months to align the Court Marshals with the Deputy Sheriffs. Ms. Ostrom stated this change will ensure newly hired Marshals complete the required training and have their performance evaluated similarly to the Deputy Sheriffs.

Board Member Karen DuWaldt asked what impact this change would have on current employees. Ms. Ostrom responded current employees are not affected, but newly hired Court Marshals would be under probation for a longer period, during which they are at-will employees.

Board Co-Chair Neil Peck asked if the Marshals' duties and responsibilities are aligned with the Deputy Sheriffs, to which Ms. Ostrom replied in the affirmative.

The Career Service Board unanimously approved Public Hearing Notice No. 566.

V. Other Business:

1. Gregory Gustin vs. Department of Aviation, Appeal No. 02-17A

Mr. Peck noted there was an appeal pending the Board's consideration. Karla Pierce, Assistant Director of the Employment & Labor Section of the City Attorney's Office, noted it would be a conflict of interest for another city attorney to advise the Board on the merits of the case. It was therefore agreed the Board would defer consideration until Bob Wolf, City Attorney to the Board, had returned to his duties.

Mr. Peck stated Bruce Plotkin, Career Service Hearing Officer, would present a 2017 Case Review Report at the next scheduled board meeting.

VI. Pending Cases:

1. 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.

2. 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.

3. Bridget Andrews vs. Denver Sheriff's Department, Appeal No. 16-17A

The Career Service Board affirmed the Hearing Officer's decision, written order to follow.

VII. Executive Session: None.

VIII. Adjournment: Adjournment was at 4:48pm.