



Career Service Board Meeting #2337
Minutes
Thursday, June 7, 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 4:35pm*

1. **Approval of the Agenda for the June 7, 2018 Board Meeting.**
The Board unanimously approved the agenda for the June 7, 2018 meeting.
2. **Approval of the Minutes for the May 17, 2018 Board Meeting.**
The Board unanimously approved the minutes for the May 17, 2018 meeting.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

1. Public Hearing Notice No. 577 – Prevailing Wage Notice: Appliance Mechanic

Alena Duran, Classification & Compensation Analyst, presented Public Hearing Notice No. 577 to adopt a change in the pay and/or fringe benefits of the prevailing wage of the following classification of worker, “Appliance Mechanic”, in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

Based on this review, the following wage rate revision was proposed, based on the Service Contract wage determination method:

	<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>
Appliance Mechanic	\$22.34	\$6.85	\$29.19	\$22.34	\$6.99	\$29.33

The Career Service Board unanimously approved Public Hearing Notice No. 577.

2. Public Hearing Notice No. 578 – Prevailing Wage Notice: Airport Glycol Classifications

Alena Duran, Classification & Compensation Analyst, presented Public Hearing Notice No. 577 to adopt a change in the pay and/or fringe benefits of the prevailing wage of the following classifications of workers, “Deicing Facility Worker”, “Maintenance Mechanic”, and “Material Handling Laborer” in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

Based on this review, the following wage rate revisions were proposed, based on the Service Contract wage determination method:

<u>CCD Classification</u>	<u>SCA Title</u>	<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>
Deicing Facility Operator	Water Treatment Plant Operator	\$25.07	\$7.16	\$32.23	\$27.14	\$7.54	\$34.68
Maintenance Mechanic	Machinery Maintenance Mechanic	\$25.59	\$7.22	\$32.81	\$26.74	\$7.50	\$34.24
Material Handling Laborer	Material Handling Laborer	\$17.36	\$6.27	\$23.63	\$17.36	\$6.41	\$23.77

The Career Service Board unanimously approved Public Hearing Notice No. 578.

3. Classification Notice No. 1566 – New Technology Services IT Classifications

Greg Thress, Classification & Compensation Analyst, presented Classification No. 1566 to amend the Classification & Pay Plan by creating new classifications of IT Asset Management Associate Analyst, IT Asset Management Senior Analyst, IT Web Associate Administrator, IT Associate Middleware Engineer, IT Senior Middleware Engineer, IT Associate Database Developer, IT Senior Database Developer, IT Associate Enterprise Architect, and IT Senior Enterprise Architect. This proposed change also amends the Classification and Pay Plan by changing the class title of Webmaster to IT Senior Web Administrator.

The proposed new job classifications are part of a Classification Study undertaken this year in Technology Services (“TS”). TS needed to review and update their job specifications to keep up with changes in the evolving information technology field. As new types of IT jobs have been created at the City, new hires were placed into the most reasonable job specification that was available, which no longer aligns with the current market.

Classification & Compensation worked with TS to update and create new job classification series based on current needs and market trends. This will be very beneficial during the recruitment process by ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are in the correct job classification and are being compensated based on market data for the correct responsibilities and job title.

Bob Wolf, City Attorney to the Board, asked whether the FLSA status of the new classifications had been reviewed and approved by the Employment Section of the City Attorney’s Office (“CAO”), to which Mr. Thress and Alena Duran responded in the negative. Neil Peck, Board Co-Chair, asked Mr. Wolf if he was recommending the Board defer approval of the Notice until the CAO reviewed the FLSA status of the positions, to which Mr. Wolf replied in the affirmative.

Board Members Karen DuWaldt and Tracy Winchester agreed to accept Mr. Wolf’s recommendation. Mr. Peck stated the Board would defer consideration of Classification Notice 1566.

4. Classification Notice No. 1567 – Sr. Criminal Investigator and Sr. Internal Affairs Investigator

Greg Thress, Classification & Compensation Analyst, presented Classification Notice 1567 to amend the Classification & Pay Plan by creating new classifications of Senior Criminal Investigator and Senior Internal Affairs Investigator. This proposed change also amends the Classification and Pay Plan by changing the classifications of Senior Criminal Civil Investigator and Senior Criminal and Civil Investigator, as well as abolishing three classifications.

PROPOSED PAY GRADE & RANGE

<u>Pay Grade</u>	<u>Range Minimum – Midpoint - Maximum</u>
L-626	\$32.30 – \$39.74 – \$47.16

NEW CLASSIFICATION(S)

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CL3092	Criminal Investigator Senior	L-626 \$32.30 – \$39.74 – \$47.16
CL3093	Internal Affairs Investigator Senior	L-624 \$29.55 – \$36.34 – \$43.14

<u>Supervisory Level</u>	<u>EEO Code</u>	<u>Medical Group</u>	<u>FLSA</u>
10 – None/Incidental	2 – Professional	Sedentary	Non-Exempt
10 – None/Incidental	2 – Professional	Sedentary	Non-Exempt

CLASSIFICATION TITLE CHANGE(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>	<u>Current Pay Grade</u>
DL1185	Sr. Criminal Civil Investigator	Sr. Criminal Investigator	X-000
CL0368	Sr. Criminal and Civil Investigator	Sr. Civil-Criminal Investigator	L-624

ABOLISHED CLASSIFICATION(S)

<u>Job Code</u>	<u>Current Class Title</u>	<u>Pay Grade</u>
VL1607	Civil and Criminal Investigator	L-620
DA1195	Criminal Investigator	X-000
DA1198	Criminal Special Investigator	X-000

The proposed new job classifications are a result of a request from the District Attorney's Office ("DA") to revise the Senior Criminal and Civil Investigator job specifications to reflect current duties and recognize that DA Criminal Investigators are also sworn police officers. The following three department/agencies utilize the current job specification: Denver Sheriff Department Internal Affairs Division ("DSD"), Department of Human Services Fraud Division ("DHS") and the DA.

Each of these agencies has unique investigator needs, resulting in two new job specifications and one revised job specification being prepared to meet these unique requirements. A new job specification for the Internal Affairs Investigators has been created for the Sheriff's Department, who only conducts administrative investigations. The current Senior Criminal and Civil Investigator classification has been revised to meet the needs of DHS, who conducts mostly civil investigations, with some less complex criminal investigations. The classification title for DHS has been revised to reflect that most of their investigations are civil cases.

A new job specification, Senior Criminal Investigator, has been created for the DA's office to reflect duties involving conducting semi-complex to complex criminal investigations. These new and revised job specifications will be beneficial during the recruitment process to ensure candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are being compensated appropriately by being assigned to the proper job classification.

There is no published survey data for investigators for the DSD, DHS, and the senior level DA criminal investigators. A custom survey was conducted to gather pay information for District Attorney's Criminal Investigators. Survey data was obtained from the following Colorado Judicial Districts: (1) Judicial District 1, incorporating Jefferson and Gilpin Counties; (2) Judicial District 17, incorporating Broomfield and Adams Counties; (3) Judicial District 18, incorporating Arapahoe, Douglas and Elbert Counties; (3) Judicial District 19, incorporating Weld County; (4) Judicial District 20, incorporating Boulder County.

The average range midpoint for Senior Criminal Investigators from these five Colorado Judicial Districts is \$39.08, and the closest range midpoint within the Legal Occupational

Group is L-626 (\$32.30 - \$39.74 - \$47.16). The market midpoint represents a 1.7% difference from the city's range midpoint.

Establishing an anchor point of the DA's Criminal Investigator class at pay grade L-626 and utilizing the standard compensation practice of a two-pay grade difference, resulted in the DSD Internal Affairs Investigator Senior and the DHS Civil-Criminal Investigator Senior job classifications being placed at pay grade L-624, which is the current pay grade for the current Senior Criminal and Civil Investigator.

One of the major differences between the DA's Criminal Investigators and the investigators at the DSD and DHS is the non-DA investigators are not sworn police officers nor are they POST ("Police Officer Standards and Training") certified, which is required by the DA.

Twenty-three DA Investigators will be reallocated from Senior Criminal and Civil Investigator to Senior Criminal Investigator with three investigators being moved to the new range minimum with an annualized budget impact of \$2,558.40.

Five District Attorney appointees' job titles will be updated from Senior Criminal Civil Investigator to Senior Criminal Investigator, which is the same job title as other Criminal Investigators in the DA Office. Appointees are not career service employees and are assigned to pay grade X-000, which has no established pay range.

Seven investigators assigned to the DSD will be reallocated from Senior Criminal and Civil Investigator to Senior Internal Affairs Investigator with no budget impact.

Three investigators assigned to DHS will be reallocated from Senior Criminal and Civil Investigator to Senior Civil-Criminal Investigator with no budget impact.

The Career Service Board unanimously approved Classification Notice No. 1567.

V. Director's Briefing:

1. Update - Classification Titles Clean-Up

Nicole de Goia-Keane, Director of Classification & Compensation, presented an update on Classification & Compensation's review and clean-up of job titling across 900 current classifications and job specifications. With Workday Recruiting scheduled to launch on July 30th, Ms. de Goia-Keane stated it was important to take the opportunity to streamline and standardize titles with consistent verbiage in preparation for the conversion.

Ms. de Goia-Keane noted non-exempt job families typically are grouped by numeral (I, II, III), while exempt titles typically are grouped as Staff, Associate, or Senior. Classification & Compensation will be revising exempt titles by placing the level at the end of the title, rather than the beginning, which will allow job titles to be placed in appropriate groupings, rather than searching multiple locations across various functions. In addition, six non-exempt classifications will be revised to the typical I, II, III designation, and two exempt classifications will be revised to typical Staff, Associate, and Senior levels.

Ms. de Goia-Keane noted some additional adjustments including; (1) management titles being revised to begin with their title, rather than function description; (2) Information Technology being shortened to IT, and Human Resources to HR; (3) grammatical clean-up, such as removing "of" and punctuation, correcting upper and lower case letters, to minimize system problems.

Board Co-Chair Neil Peck commended Classification & Compensation for their hard work with this important project.

VI. Pending Cases:

1. 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.
2. Phazaria Koonce vs. Denver Sheriff's Department, Appeal No. A034-17
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
3. James Johnson vs. Denver Sheriff's Department, Appeal No. A024-17A
The Career Service Board reversed the Hearing Officer's decision and re-imposed the original discipline, written order to follow.
4. Eric Givens vs. Denver Sheriff's Department, Appeal No. A037-17
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.

VII. Executive Session:

The Board went into executive session at 4:56pm.

The following matters were adjudicated:

1. Carlos Hernandez and Bret Garegnani vs. Denver Sheriff's Department, Consolidated Nos. A025-17A and A026-17A
The Career Service Board, in a 2-1 decision, reversed the Hearing Officer's decision and re-imposed the original discipline, written order to follow.
2. Erika Gajarszki, Dawn Havens, and Iwona Meaney vs. Denver Sheriff's Department, Consolidated Appeals Nos. 30-17A, 32-17A, and 033-17A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
3. Cristella Rodriguez vs. Denver Parks & Recreation, Appeal No. 60-17A
The Career Service Board modified the Hearing Officer's decision, re-instating the appellant to a non-supervisory position without back pay, written order to follow.
4. Michelle Lee Tenorio vs. Office of Economic Development, Appeal No. 34-16
The Career Service Board denied the Agency's Petition for Interlocutory Appeal, written order to follow.

The Board re-convened the meeting at 6:03pm.

VIII. Adjournment: *Adjournment was at 6:05pm.*