



**Career Service Board Meeting #2349**  
**Minutes**  
**Thursday, December 6, 2018, 4:30pm**  
**Webb Municipal Building**  
**201 W. Colfax Ave, Fourth Floor, Room 4.G.4**

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

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

- 1. Approval of the Agenda for the December 6, 2018 Board Meeting.**  
*The Board unanimously approved the agenda for the December 6, 2018 meeting.*
- 2. Approval of the Minutes for the November 15, 2018 Board Meeting.**  
*The Board unanimously approved the minutes for the November 15, 2018 meeting.*

**II. Board Comments:** *None.*

**III. Public Comments:** *None.*

**IV. Public Hearing:**

- 1. Classification Notice No. 1578 – 2019 Minimum Wage Increase**

*Alena Duran, Classification & Compensation Analyst, presented Classification Notice No. 1578 to amend the Classification & Pay Plan by revising the Community Rate and Training & Intern pay schedules to coincide with an increase in the state's minimum wage.*

*The State of Colorado will implement an increase to the 2019 minimum wage from \$10.20 per hour to \$11.10 per hour, as part of Amendment 70, adopted on January 1, 2017, which provides for subsequent increases of \$0.90 per hour increments annually, until the state's minimum wage reaches \$12.00 per hour on January 1, 2020.*

*This proposed change also abolishes certain grades and adjusts the pay grades of certain classifications.*

Training & Intern Schedule		
	<u>Pay Grade</u>	<u>Rate</u>
<b>Current</b>	A-403	\$10.20
<b>Proposed</b>	A-403	\$11.10

Community Rate Schedule						
	<u>Pay Grade</u>	<u>Range Minimum</u>	<u>2<sup>nd</sup> Quartile Minimum</u>	<u>Range Midpoint</u>	<u>4<sup>th</sup> Quartile Minimum</u>	<u>Range Maximum</u>
<b>Current</b>	Z-114	\$10.20	\$11.14	\$12.09	\$13.03	\$13.97
<b>Proposed</b>	Z-114	<b>\$11.10</b>	<b>\$12.13</b>	<b>\$13.15</b>	<b>\$14.18</b>	<b>\$15.20</b>

<u>Pay Rate or Pay Range Change</u>	<u>Class Code</u>	<u>Classification Title</u>	<u>Current Pay Grade and Range</u>	<u>Proposed Pay Grade &amp; Range</u>
	TA1585	Mayor's Youth Worker	A-403 (\$10.20)	<b>A-403 (\$11.10)</b>
	CJ2525	Food Service Worker	J-602 (\$10.77-\$13.25-\$15.72)	<b>J-603 (\$11.26-\$13.85-\$16.44)</b>
	RG2944	Golf Sales Associate	Z-114 (\$10.79-\$12.79-\$14.78)	<b>Z-116 (\$12.41-\$14.71-\$17.00)</b>
	CG2378	Golf Starter/Ranger	Z-113 (\$10.20-\$12.09-\$13.97)	<b>Z-114 (\$11.10-\$13.15-\$15.20)</b>
	CG2943	Golf Cart Attendant	Z-113 (\$10.20-\$12.09-\$13.97)	<b>Z-114 (\$11.10-\$13.15-\$15.20)</b>
	CC2526	Golf Pro Shop Assistant	C-603 (\$11.80-\$14.52-\$17.23)	<b>C-605 (\$12.90-\$15.87-\$18.83)</b>
	CG2113	Park Seasonal Laborer	Z-113 (\$10.20-\$12.09-\$13.97)	<b>Z-114 (\$11.10-\$13.15-\$15.20)</b>
	RG2909	Recreation Assistant	Z-113 (\$10.20-\$12.09-\$13.97)	<b>Z-114 (\$11.10-\$13.15-\$15.20)</b>
	RG2401	Lifeguard	Z-113 (\$10.20-\$12.09-\$13.97)	<b>Z-114 (\$11.10-\$13.15-\$15.20)</b>
	RG2347	Usher	Z-113 (\$10.20-\$12.09-\$13.97)	<b>Z-114 (\$11.10-\$13.15-\$15.20)</b>

**Abolished Pay Grades:**

*A-600, C-402, C-600, C-601, E-602, E-603, I-600, I-601, J-403, J-601, J-602, L-600, L-601, N-601, N-602, V-600, V-601, Z-113*

**Employee Impact:** *These pay range changes will affect a total of 1,036 on-call employees currently indicated as active in Workday. 861 employees will receive a pay increase to the range minimum of the assigned pay range, while the other employees' salaries fall within the assigned pay range.*

*Below is a list of affected departments, classification titles, and employee count in each classification:*

<u>Affected Dept./Agency</u>	<u>Classification Title</u>	<u>Employee Count</u>
Parks & Recreation	Golf Sales Associate	47
Parks & Recreation	Golf Starter/Ranger	35
Parks & Recreation	Golf Cart Attendant	27
Parks & Recreation	Golf Pro Shop Assistant	5
Parks & Recreation	Park Seasonal Laborer	113
Parks & Recreation	Recreation Assistant	287
Parks & Recreation	Lifeguard	430
Department of Safety	Mayor's Youth Worker	11
Denver Health	Food Service Worker	1
Denver Arts & Venues	Usher	80

**Budget Impact:** *Based on the YTD actual hours worked for 882 employees, the total estimated cost is \$158,807, affecting four agencies. The actual cost varies since on-call employees' schedules fluctuate throughout the year based on agency needs and work availability. The total estimated budget impact in 2018 is \$203,038.*

Below is the estimated cost broken down by agency:

<u>Affected Dept./Agency/Fund</u>	<u>Cost by Actual Hours</u>
Denver Arts & Venues	\$ 5,534
Parks & Recreation	\$123,200
Golf Enterprise	\$ 44,398
Safety	\$ 1,987
<b>Grand Total</b>	<b>\$175,119</b>

*Proposed Effective Date:* The proposed effective date is January 1, 2019 to align with the state's approved increase to minimum wage.

Board Member Tracy Winchester asked why the classification of Mayor's Youth Worker has a set pay rate versus a pay range for the other affected classifications. Ms. Duran responded the classification is an internship position, which do not currently have pay ranges, however, Classification & Compensation had recently concluded a study of all the City's intern classifications, which will add pay ranges.

Ms. Winchester asked if the interns are high school or college-level. Ms. Duran indicated this varies, however the Mayor's Youth Worker classification was generally an entry-level summer job for high school students, as are Lifeguards and Recreation Assistants.

Board Co-Chair Neil Peck asked if this was a one-time adjustment, or whether Classification & Compensation will need to return in a year with another Notice to reflect an additional increase. Ms. Duran stated she will return next fall for approval of the scheduled 2020 increase.

Ms. Winchester asked if the Mayor's proposal to increase the minimum wage for the City & County of Denver to \$15.00 per hour would also be approved next fall, or be presented sooner. Karen Niparko, Executive Director of the Office of Human Resources ("OHR"), responded the Mayor is currently studying the proposal, but has not decided whether to move forward.

The Career Service Board unanimously approved Classification Notice No. 1578.

2. Public Hearing Notice No. 592 – Proposed Revision to Career Service Rule 9

Lauren Locklear, HR Compliance Officer, presented Public Hearing Notice No. 592 regarding a proposed revision to Career Service Rule 9–Pay Administration.

Ms. Locklear noted Section 9-65, Work Assignment Outside of Job Classification, provides an employee is eligible for additional pay for working out-of-class performing all the duties of a higher-level classification when the position is vacant.

The revision will provide employees also receive the additional pay when the position is temporarily unoccupied for reasons such as a medical leave or a temporary reassignment.

The Career Service Board unanimously approved Public Hearing Notice No. 592.

**V. Director's Briefing:**

1. Denver Post Top Workplaces Survey – Diane Vertovec & Chris Longshore

Karen Niparko, Executive Director of OHR, noted one of the priorities over the past few years was preparing the City to be a "best place" to work and position ourselves ideally in the community when recruiting for talent. Ms. Niparko stated with the programs put in-place and the City's high employee engagement scores, OHR feels now is a good time to apply for a top workplace designation.

*Diane Vertovec, Director of OHR Marketing & Communications, introduced Chris Longshore, Director of HR Technology & Innovation, whom the Board welcomed back after his extended absence from an accident.*

*Ms. Vertovec noted The Denver Post has sponsored a local Top Workplaces survey for the past eight years and this was an ideal time for the City to compete. The Post hosts the survey in two cycles, spring and fall, and OHR felt the City's employee engagement scores for 2017, at 74%, were highly favorable in comparison to the private sector average of 70%, and the public-sector average of 58%.*

*Ms. Vertovec stated The Post retains a company called Energage to survey participants, noting Energage also partners with leading newspapers in Boston, Chicago, and San Francisco to sponsor the same type of survey in those locales. This presents an opportunity to promote the City of Denver nationally to appeal to candidates who may be relocating, as has been the case for the past few years. Past winners in the Denver area have included Charles Schwab, UC Health, Cobalt Construction, City of Arvada, and Progressive Insurance Company.*

*The survey window will open on December 11<sup>th</sup> and runs for two weeks, with all full-time City employees receiving an email directly from Energage requesting their participation in the survey. Ms. Vertovec said OHR will also remind employees through our normal communication channels.*

*Board Member Patricia Barela Rivera asked if the survey would be sent to all employees, to which Mr. Longshore stated includes all full-time, both limited and unlimited positions, with approximately 11,498 email addresses. Ms. Vertovec noted the survey is very brief, with 24 questions asked, and takes about five minutes to complete. The winners are announced in April 2019, which is favorable as the City's employee engagement survey begins in June.*

*Ms. Vertovec stated OHR would begin communicating about the survey to all employees beginning tomorrow and the Mayor's Office is very supportive of the effort to gain recognition, to which Ms. Niparko added she hoped employees would participate by completing the survey as it is a great opportunity for the City to gain this designation.*

*Board Co-Chair Neil Peck asked what the chances are for a first-time applicant actually winning, to which Mr. Longshore replied it was a low-risk venture as the City would not be highlighted if we did not meet the participation criteria or win the designation. Ms. Vertovec reiterated there is no negative publicity to the City and all the information is kept confidential.*

*Ms. Niparko noted a minimum of 35% of employees surveyed must respond for the City to be considered. Ms. Niparko asked Ms. Vertovec to share some of the initiatives the team is initiating to encourage an above 35% participation response.*

*Ms. Vertovec responded OHR would send a reminder sent through the electronic employee communications bulletin as well as email, however, there was a limit, as one of the questions is whether employees felt pressured to participate in the survey.*

*Mr. Peck stated he was confused as to the role Energage maintains in the process, asking if the City or The Denver Post is paying for their services. Ms. Vertovec responded Energage conducts the survey more as a marketing tool for their analytical services, to which Mr. Peck stated he wondered if paid clients of Energage have a higher chance of winning the survey.*

*Mr. Longshore replied it was a good question and one they asked, however, no one would confirm or deny this point. Mr. Longshore stated he felt confident if a participant scores high enough, they would be given the appropriate recognition.*

*Mr. Longshore noted, however, Energage shared a story of how one participant tried for five years to and then hired the firm to perform employee engagement services, at which point they won the following year.*

*Ms. Niparko commented it would be interesting to know if any of the past winners were clients of Energage, to which Mr. Longshore responded he knew for a fact the City of Arvada was. Ms. Vertovec reiterated the objective of the survey was to gain recognition, which is then publicized extensively by Energage, generating a net positive benefit to the City.*

*Mr. Peck asked if there were published criteria for selecting the winner, to which Mr. Longshore stated was not the case, noting most of the focus on organizational health in the areas of leadership, management alignment, motivation, referral strength, and satisfaction with work. Mr. Longshore noted a limited summary report of the results is provided.*

*Board Member Patricia Barela Rivera commented it seemed the award was more about the prestige of winning, to which Ms. Vertovec replied is accurate, noting Energage is also looking to promote their engagement analytics services with new clients as well.*

*The Board thanked Ms. Vertovec and Mr. Longshore for their presentation, noting it seemed like a good strategy to participate and some helpful information may be gained from the process.*

## **VI. Pending Cases:**

1. James Johnson vs. Denver Sheriff's Department, Appeal No. A024-17A  
*The Career Service Board reversed the Hearing Officer's decision and remanded the case back to the Hearing Office for reconsideration of the discipline, written order to follow.*
2. Carlos Hernandez & Bret Garegnani vs. Denver Sheriff's Department, Consolidated Nos. A025-17A and A026-17A  
*The Career Service Board reversed the Hearing Officer's decision and remanded the case back to the Hearing Office for reconsideration of the discipline, written order to follow.*
3. Virgil Ferguson vs. Denver Sheriff's Department, Appeal No. A064-17  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
4. Matthew Hammernik & Daniel Trujillo vs. Denver Sheriff's Department, Consolidated Nos. A041-17 & A042-17  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
5. Leonard Fazio vs. Denver Sheriff's Department, Appeal No. A014-18  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
6. Pasquale Tamburino vs. Department of Safety, Appeal No. A040-17A  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
7. Donald DeMello vs. Denver Sheriff's Department, Appeal No. 012-18A  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
8. Darrell Jordan vs. Denver Sheriff's Department, Appeal No. A021-18  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*
9. Emina Gerovic vs. General Services-Facility Management, Appeal No. A077-17  
*The Career Service Board affirmed the Hearing Officer's decision, written order to follow.*

## **VII. Executive Session:**

*The Board went into executive session at 5:08pm. Karen Niparko updated the Board on several OHR issues, after which the meeting re-convened at 5:23pm.*

## **VIII. Adjournment:** Adjournment was at 5:24pm.