

Career Service Board Meeting #2374
Minutes
Thursday, December 19, 2019, 9:00am
Webb Municipal Building
201 W. Colfax Ave, First Floor, Career Service Hearings Office

Karen DuWaldt (Co-Chair)
Neil Peck (Co-Chair)
David Hayes
Patricia Barela Rivera
Tracy Winchester

I. Opening: *Meeting was called to order at 9:00am*

- 1. Approval of the Agenda for the December 19, 2019 Board Meeting.**
The Board unanimously approved the agenda for the December 19, 2019 meeting.
- 2. Approval of the Minutes for the November 21, 2019 Board Meeting.**
The Board unanimously approved the minutes for the November 21, 2019 meeting.

II. Board Comments: *Neil Peck, Board Co-Chair, announced today's meeting was the last for Tracy Winchester, who has served on the Board for two years. Mr. Peck stated Ms. Winchester had given dedicated service to the career service employees, and brought her experience, wisdom, and good humor to the Board. Mr. Peck presented a plaque to Ms. Winchester from the Board and the city in appreciation of her outstanding service.*

Ms. Winchester expressed her thanks; noting she had been inspired by her fellow board members and her role had been easy due to the outstanding staff at the Office of Human Resources.

III. Public Comments: *None*

IV. Public Hearing:

- 1. Public Hearing Notice No. 614 – Prevailing Wage: Custodian**

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 614 to adopt a change in the pay and/or fringe benefits of the wage classification series of, "Custodian I and Custodian II" in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

Based on this review, the following pay and fringe benefits revision was proposed, based on the base and fringe rates for Custodians. The Service Employees International Union ("SEIU") contractual rates were used to determine the base wage and fringe benefits.

	<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>
Custodian I	\$15.53	\$6.46 (Employee)	\$21.99	\$15.98	\$6.53 (Employee)	\$22.51
		\$9.63 (EE + Children)	\$25.16		\$9.71 (EE + Children)	\$25.69
		\$10.34 (EE + Spouse)	\$25.87		\$10.41 (EE + Spouse)	\$26.39
		\$13.52 (Family)	\$29.05		\$13.59 (Family)	\$29.57
Custodian II	\$15.88	\$6.51 (Employee)	\$22.39	\$16.33	\$6.59 (Employee)	\$22.92
		\$9.69 (EE + Children)	\$25.57		\$9.76 (EE + Children)	\$26.09
		\$10.40 (EE + Spouse)	\$26.28		\$10.47 (EE + Spouse)	\$26.39
		\$13.58 (Family)	\$29.05		\$13.59 (Family)	\$29.57

The Career Service Board unanimously approved Public Hearing Notice No. 614.

2. Public Hearing Notice No. 615 – Prevailing Wage: Window Cleaner

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 615 to adopt a change in the pay and/or fringe benefits of the wage classification series of, “Window Cleaner” in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

Based on this review, the following pay and fringe benefits revision was proposed, based on the base and fringe rates for Window Cleaners. The Service Employees International Union (“SEIU”) contractual rates were used to determine the base wage and fringe benefits.

	<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>
Window Cleaner	\$26.04	\$8.36 (Employee)	\$34.40	\$26.64	\$9.73 (Employee)	\$36.37
					\$12.91 (EE + Children)	\$39.55
		\$11.76 (EE + Spouse)	\$37.80		\$13.62 (EE + Spouse)	\$40.26
		\$14.23 (Family)	\$40.27		\$16.80 (Family)	\$43.44

The Career Service Board unanimously approved Public Hearing Notice No. 615.

3. Classification Notice No. 1631 – Animal Shelter Classifications

Lori Schumann, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1631 to amend the Classification and Pay Plan by creating a new classification, CC3203 Animal Shelter Administrative Support Supervisor.

Due to recent organizational changes at Denver Animal Protection (“DAP”), the role of Animal Shelter Administrative Support Supervisor has been created. This position will supervise the Denver Animal Shelter Assistant and also provides a future career path for that role.

NEW CLASSIFICATION

<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
Animal Shelter Administrative Support Supervisor	C-806 (\$47,182-\$75,492)

CLASSIFICATION TITLE CHANGE

Current Class Title

Denver Animal Shelter Assistant

Proposed Class Title

Animal Shelter Assistant

Internal equity was used to establish pay for the proposed classification. The Animal Shelter Administrative Support Supervisor is a first-level supervisor with an internal pay relationship to the Administrative Support Supervisor I (C-618) at \$60,673.60 or \$29.17/hr.

Because the new classification is an exempt position, a new pay grade must be established in the exempt clerical salary structure to support the pay recommendation. It is proposed to create two new pay grades in the exempt Clerical salary structure, with the Animal Shelter Administrative Support Supervisor placed in pay grade C-806.

C-806 (\$47,182- \$61,337- \$75,492)

C-807 (\$50,438-\$65,569-\$80,701)

Board Co-Chair Karen DuWaldt asked if the City Attorney's Office had reviewed and approved the exempt status and pay grade changes in support of the recommendation, to which Ms. Schumann replied in the affirmative.

The Career Service Board unanimously approved Classification Notice No. 1631.

4. Classification Notice No. 1633 – Environmental Public Health Investigator Series

Lori Schumann, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1633 to amend the Classification and Pay Plan by changing the Environmental Public Health Investigator classifications pay grade and range, in addition to changing the FLSA status of the Environmental Health Investigator II & III positions. The Animal Control Investigator series would be abolished.

Ms. Schumann stated Class & Comp was requesting the Notice be removed from the Board's agenda today in order to hold additional internal discussions and analysis of the proposed changes.

The Career Service Board agreed to defer consideration of Classification Notice No. 1633.

V. Director's Briefing: None

VI. Pending Cases:

1. Wayne Jochem vs. Denver Sheriff's Department, Appeal No. 25-15 (On Remand)
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
2. Steven Crews vs. Denver Sheriff's Department, Appeal No. 79-18
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
3. Abbey Ellis vs. Denver Sheriff's Department, Appeal No. 10-19
The Career Service Board affirmed the rule violations set forth in the Hearing Officer's decision while remanding the matter for review of the penalty determination, consistent with the written order to follow.

VII. Executive Session:

The Board went into executive session at 9:12am. Karen Niparko discussed several OHR issues with the Board. Rory McLuster, Deputy Director, and Suzanne Iversen, HR Director, answered questions regarding an open position.

In addition, the following appeals were adjudicated:

1. David Niemeyer vs. Office of Economic Development, Appeal No. 037-19
The Career Service Board granted the Agency's Motion to Dismiss the Appeal, written order to follow.

2. Meleaha Glapion-Pressley vs. Denver Human Services, Consolidated Appeal Nos. 73-18, 76-18 & 80-18
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.

VIII. Adjournment: *Adjournment was at 10:38am.*