



Career Service Board Meeting #2382

Minutes

Thursday, May 21, 2020, 9:00am

Conference Call

Karen DuWaldt (Co-Chair)
Neil Peck (Co-Chair)
Patricia Barela Rivera
David Hayes
LaNee Reynolds

- I. Opening:** *Meeting was called to order at 9:00am. Neil Peck, Board Co-Chair, asked for a roll call of those present for the record.*

All members of the Career Service Board were present, in addition to Bob Wolf, City Attorney to the Board, and Karen Niparko, Executive Director, Office of Human Resources (“OHR”).

- 1. Approval of the Agenda for the May 21, 2020 Board Meeting.**
Board Member David Hayes made a motion, seconded by Board Co-Chair Karen DuWaldt, to approve the agenda for the May 21, 2020 meeting, which was approved unanimously by the Board.
- 2. Approval of the Minutes for the April 16, 2020 Board Meeting.**
Board Co-Chair Karen DuWaldt made a motion, seconded by Board Member Patricia Barela Rivera, to approve the minutes for the April 16, 2020 meeting, which was approved unanimously by the Board.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

- Public Hearing Notice No. 619 – Prevailing Wage: DIA Glycol System Positions
- Public Hearing Notice No. 620 – Prevailing Wage: Appliance Mechanic

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 619 and Public Hearing Notice No. 620 to adopt a change in the pay and/or fringe benefits of the wage classification series of “DIA Glycol System” and “Appliance Mechanic” positions in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

Ms. Duran noted Classification & Compensation had received a question from a contractor regarding these Notices, which requires additional research to be conducted. As a result, the Office of Human Resources (“OHR”) is requesting both Notices be removed from today’s agenda.

Board Co-Chair Neil Peck asked if any member of the Board had an objection to deferring consideration of the two Notices. There being none raised, Public Hearing Notices No. 619 and 620 were removed from the meeting agenda.

3. Public Hearing Notice No. 621 – Prevailing Wage: Window Cleaner

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 621 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.

Ms. Duran noted this Notice was a correction to the original Notice presented and approved by the Board in December 2019. Classification & Compensation was notified by the Service Employees International Union (“SEIU”) the fringes given at the time were incorrect.

Based on this updated information, the following pay and fringe benefits revision was proposed, based on the service contract 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>
Window Cleaner	\$26.64	\$9.73 (Employee)	\$36.37	\$26.64	\$9.06 (Employee)	\$35.70
		\$12.91 (Employee + Children)	\$39.55		\$10.63 (Employee + Children)	\$37.27
		\$13.62 (Employee + Spouse)	\$40.26		\$10.84 (Employee + Spouse)	\$37.48
		\$16.80 (Family)	\$43.44		\$12.94 (Family)	\$39.58

Board Member Patricia Barela Rivera made a motion, seconded by Board Member David Hayes, to approve Public Hearing Notice No. 621, which was unanimously approved by the Board.

4. Classification Notice No. 1649 – Pay Changes: July 1st Minimum Wage Increase

Blair Malloy, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1649 to amend the Classification and Pay Plan, which includes pay range adjustments, abolishment of pay grades, and changes to employee pay rates, effective July 1, 2020.

In 2019, the Mayor’s Office and the City Council established minimum wage policies for all employees and employers in the City & County of Denver. The minimum hourly wage rates were approved under the following schedule: the current rate of \$13.00 implemented on July 1, 2019, and future rates of \$14.00 on July 1, 2020, \$14.77 on January 1, 2021, \$15.00 on July 1, 2021 and \$15.87 on January 1, 2022.

The following changes are recommended to the classification and pay plan to ensure employee pay rates are no less than \$14.00, effective on July 1st.

Job	Class Title	Proposed Grade	Proposed Range
AC1520	Administrative Support Assistant I	C-606	(\$14.00-17.22-20.44)
BC1518	Administrative Support Assistant I	C-606	(\$14.00-17.22-20.44)
CC1480	Administrative Support Assistant I	C-606	(\$14.00-17.22-20.44)
LC1482	Administrative Support Assistant I	C-606	(\$14.00-17.22-20.44)
MC2429	Administrative Support Assistant I	C-606	(\$14.00-17.22-20.44)
VC1521	Administrative Support Assistant I	C-606	(\$14.00-17.22-20.44)
YC1478	Administrative Support Assistant I	C-606	(\$14.00-17.22-20.44)
CJ1877	Custodian	J-607	(\$14.00-17.22-20.44)
LJ1878	Custodian	J-607	(\$14.00-17.22-20.44)
CJ2977	Custodian Lead	J-608	(\$14.18-17.44-20.70)

LJ1946	Custodian Lead	J-608	(\$14.18-17.44-20.70)
CJ2525	Food Service Worker	J-607	(\$14.00-17.22-20.44)
CG2943	Golf Cart Attendant	Z-117	(\$14.00-16.59-19.18)
CG2378	Golf Starter and Ranger	Z-117	(\$14.00-16.59-19.18)
CJ2545	Laundry Supervisor	J-609	(\$14.83-18.24-21.65)
CJ2546	Laundry Worker	J-607	(\$14.00-17.22-20.44)
RG3067	Lead Usher	Z-121	(\$17.60-20.86-24.11)
LG2888	Library Aide	Z-117	(\$14.00-16.59-19.18)
RG2401	Lifeguard	Z-117	(\$14.00-16.59-19.18)
CG2113	Park Seasonal Laborer	Z-117	(\$14.00-16.59-19.18)
TB0017	Public Safety Cadet	B-403	(\$14.00)
RG2909	Recreation Assistant	Z-117	(\$14.00-16.59-19.18)
RG3066	Senior Usher	Z-119	(\$15.30-18.13-20.96)
RG2347	Usher	Z-117	(\$14.00-16.59-19.18)
TA1585	Youth Assistant	A-403	(\$14.00)
CA3142	Youth Operative Associate	A-605	(\$14.00-17.22-20.44)

**REVISED PAY RANGES as of July
1, 2020**

Grade	Range Minimum	Q2 Minimum	Midpoint	Q4 Minimum	Range Maximum
A-403	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
A-605	\$14.00	\$15.61	\$17.22	\$18.83	\$20.44
B-403	\$14.00	\$14.00	\$13.00	\$13.00	\$13.00
C-606	\$14.00	\$15.61	\$17.22	\$18.83	\$20.44
J-607	\$14.00	\$15.61	\$17.22	\$18.83	\$20.44
Z-117	\$14.00	\$15.30	\$16.59	\$17.89	\$19.18

Estimated annualized costs, based on-call titles and their actual hours worked in 2019, is estimated at \$65,836, with \$32,918 impacting the remainder of 2020.

Board Co-Chair Karen DuWaldt made a motion, which was seconded by Board Member David Hayes, to approve Classification Notice No. 1649, which was unanimously approved by the Board.

5. Classification Notice No. 1650 – Emergency Service Worker

Greg Thress, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1650 to amend the Classification & Pay Plan by creating the new classification of Emergency Service Worker (CJ3272). Mr. Thress noted the Board had unanimously approved via email the new classification prior to today, at the request of Karen Niparko, in order for Talent Acquisition to quickly hire 80 to 100 employees for COVID-19 drive-in testing at the Pepsi Center.

<u>Classification Title</u>	<u>Job Code</u>	<u>Pay Grade and Pay Range</u>
Emergency Service Worker	CJ3272	J-613 (\$17.72-\$21.80-\$25.87)

As a result of the COVID-19 emergency, the City & County of Denver realized the need to be able to hire additional staff to perform a variety of jobs during an emergency. Assignments will be based on the needs of agencies during the declared emergency and non-essential city employees may be reassigned to perform these duties as-needed.

This is an emerging type of work with no market data available. It is proposed to establish the pay grade for this new classification at J-613. This will establish a one pay grade higher relationship to the Utility Worker I, pay grade J-612, which is a market benchmark.

The Emergency Service Worker performs a broad range of duties including labor, and

multiple other support duties and responsibilities beyond those performed by the Utility Worker I, justifying the pay relationship.

Board Member David Hayes asked if OHR anticipates the new classification being permanent or abolished in the future. Mr. Thress responded the position will be needed for future scenarios, which Nicole de Gioia-Keane, Director of Classification & Compensation, concurred with.

Board Member Patricia Barela Rivera asked for a breakdown between new hires and current employees in the new position. Cindy Bishop, Deputy Director, Talent Acquisition, noted 83 people were hired as new employees, with 40 current employees being deployed to the role.

Board Co-Chair Neil Peck asked how OHR hired 80 people within two days and what the process is for accomplishing this. Cyndi Robinson, HR Director, Department of Safety, noted by having a new classification title with a job description, it enabled recruiters to reach out to potential candidates not only through the city's job posting website, but also social media and Indeed.

Ms. Robinson also noted the position did not require a specific background and enabled rapid deployment through focused on-site training, enabling rapid interviewing, background checks, and onboarding.

Mr. Peck asked if most of the new hires were previously unemployed, which Ms. Robinson replied in the affirmative as this is a temporary, limited assignment of six months or less.

Mr. Peck asked how many people were involved in the recruitment process, which Ms. Robinson indicated was around fifteen. Mr. Peck commended the team's accomplishments in achieving a quick turnaround.

Board Member Patricia Barela Rivera made a motion, which was seconded by Board Co-Chair Karen DuWaldt, to approve Classification Notice 1650, which was unanimously approved by the Board.

V. Executive Session:

The Board went into executive session at 9:22am and discussed several OHR issues with Karen Niparko. Hearing Officers Bruce Plotkin and Freddie Alvarez also gave the Board an update on current activities and hearings. In addition, the following appeal was adjudicated:

1. Abbey Ellis vs. Denver Sheriff's Department, Appeal No. 10-19
The Career Service Board upheld the Hearing Officer's decision in its entirety, pursuant to the issued written decision and order.

VI. Adjournment: *Adjournment was at 9:50am.*