



Career Service Board Meeting #2384

Minutes

Thursday, June 18, 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 9:02am. 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, Sr. Asst. City Attorney to the Board, and Karen Niparko, Executive Director, Office of Human Resources ("OHR").

- 1. Approval of the Agenda for the June 18, 2020 Board Meeting.**
Board Member Patricia Barela Rivera made a motion, seconded by Board Member David Hayes, to approve the agenda for the June 18, 2020 meeting, which was approved unanimously by the Board.
- 2. Approval of the Minutes for the May 21, 2020 Board Meeting.**
Board Co-Chair Karen DuWaldt made a motion, seconded by Board Member LaNee Reynolds, to approve the minutes for the May 21, 2020 meeting, which was approved unanimously by the Board.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

- 1. Classification Notice No. 1653 – City Inspector Series**

Alena Duran, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1653 to amend the Classification & Pay Plan by changing the title and pay grade of the City Inspector classification series.

TITLE & PAY GRADE CHANGES

<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
City Inspector I	N-616 (\$20.20 - \$24.85 - \$29.49)
City Inspector II	N-618 (\$22.08 - \$27.16 - \$32.24)
City Inspector III	N-620 (\$24.13 - \$29.68 - \$35.23)
City Inspector Supervisor	N-810 (\$57,399 - \$74,619 - \$91,838)

Class & Comp conducted a citywide study on the City Inspector classification series, which is used by a number of agencies. Employees in these positions perform inspection work on various projects while ensuring compliance with city standards and ordinances, and investigate citizen complaints regarding violations.

It is recommended to change the titles of City Inspector, Associate City Inspector and Senior City Inspector to City Inspector I, II and III to follow the city's standard naming convention. Class & Comp is also recommending changing the title of Chief Inspector to City Inspector Supervisor to better define the classification as a supervisory position, and to increase the series by one pay grade.

The Code Enforcement Officer in both the Employers Council and Colorado Municipal League surveys were used to determine the appropriate pay grade and range of the City Inspector II, the intermediate level. The data was averaged and aged to June 2020 with a result of \$56,657, or \$27.23/hr. This coincides with the midpoint of N-618 (\$27.16), and our internal practice of a two (2) pay grade difference between classifications in a series was used to determine the pay grades.

There are a total of 32 employees who will be impacted, most of whom are moving into these classifications, except for three (3) employees in Parks & Recreation who are moving from a City Inspector I to a City Inspector II. There is no budget impact as all employees are moving pay-to-pay.

Board Member David Hayes made a motion, which was seconded by Board Member Patricia Barela Rivera, to approve Classification Notice 1653, which was unanimously approved by the Board.

V. Executive Session:

The Board went into executive session at 9:10am and discussed several OHR issues with Karen Niparko.

VI. Adjournment: *Adjournment was at 9:58am.*