Career Service Rule Section 14-42 b) 3) provides that a request for consolidation or de-consolidation of appropriation accounts or appropriation sub-accounts may be initiated by appointing authorities, employees, or the Personnel Director and shall be determined by the Board only after interested parties have been given an opportunity to be heard. In addition to the normal notice required for public hearings under Career Service Rule 2-32 A, notice of this public hearing shall be posted so that employees affected by the consolidation or de-consolidation shall be given reasonable notice of the time, date, place and subject of the hearing (Career Service Rule 2-32 B. 1).

PLEASE POST ON ALL BULLETIN BOARDS AS SOON AS POSSIBLE

Public Hearing Notice - No. 387

A Career Service Board Public Hearing has been scheduled regarding a request from the Department of Human Services to revise the department’s consolidation codes.

The scheduled time for the public hearing is Thursday, March 19, 2009 at 5:45 p.m., in the CSA Board Room, 4.F.6., Webb Municipal Building, 201 West Colfax Avenue.

If anyone wishes to be heard by the Board on this item, please contact Leon Duran at 720-913-5168 no later than 12:00 Noon on Monday, March 16, 2009.

If anyone wishes to submit written comments, please submit them

IN PERSON NO LATER THAN 12:00 NOON ON MONDAY, MARCH 16, 2009, TO:

Pete Garritt  
HR Supervisor  
Career Service Authority  
201 West Colfax, 4th Floor  
Denver, Colorado

BY MAIL TO BE RECEIVED NO LATER THAN NOON ON MONDAY, MARCH 16, 2009, ADDRESSED TO:

Pete Garritt  
HR Supervisor  
Career Service Authority  
201 West Colfax, Department 412  
Denver, Colorado 80202

BY FAX, TO BE RECEIVED NO LATER THAN NOON ON MONDAY, MARCH 16, 2009 TO: (720-913-5720)

OR BY E-MAIL TO BE RECEIVED NO LATER THAN NOON ON MONDAY, MARCH 16, 2009 TO: Peter.Garritt@ci.denver.co.us

If you would like to schedule a meeting with a member of Career Service Authority to discuss this proposal to revise DHS consolidation codes prior to the Public Hearing, please contact Pete Garritt at 720-913-5671.
Memorandum

To: Career Service Authority Board
C/O: Jeff Dolan, Career Service Authority Director
From: Patricia Wilson-Pheanious
Date: 02/20/2009
Re: Consolidation Codes

As you know, Human Services is facing significant budget challenges. As a department we are working diligently to resolve these issues without the use of layoffs. But, we also realize that if it becomes necessary for us to move in this direction, our consolidation codes are in need of revision in order to incorporate the new divisions we have created as well as organization changes that have taken place over the last few years since our layoff units were revised.

In compliance with CSA Rule 14-42(b) concerning the consolidation of appropriation accounts, we would like to schedule a hearing before the Career Service Board to propose mapping various sections of these new divisions to existing consolidation codes to maintain the alignment of business functions that are highly correlated.

During the 1st quarter of 2007, Human Services created a new division, the Performance Improvement and Accountability Division. This division is comprised of a variety of sections and staff members performing duties in the areas of quality improvement, auditing, collections, records and fraud investigation. During the 4th quarter of 2008, Human Services created another division, the Community Impact Division. This division is comprised primarily of staff who provide outreach services to targeted populations in our community. The staff members in these two new divisions are not currently included in a layoff unit.

Specific requests in the proposed structure for the new division are as follows:

- Consolidate the PIA Quality Improvement unit (5517020) into the Family and Adult Services Group (102) as the majority of their activities involve auditing eligibility determinations from Family and Adult Services and requires a similar skill set.
- Consolidate the PIA Records unit (5517040) into the Family and Adult Services Group (102) as the majority of their activities involve the creation of new records related to Family and Adult Services and requires a similar skill set.
- Consolidate all positions under the PIA Administration unit (5517010), into the Family and Adult Services Group (102) as there are multiple administrative and management positions in this group that require a similar skill set.
• Consolidate the PIA IT/Help Desk Unit (5517030) into the Family and Adult Services Group (102) as their functions involve providing assistance and reports for the staff in Family and Adult Services and require a similar skill set.
• Consolidate the PIA Fraud and Collections units (5517050) into the Child Support/Enforcement/Security Group (104) as their duties also fall under the enforcement realm and require a similar skill set.
• Consolidate all staff in the Community Impact Division (5552100) into the Family and Adult Services Group (102) as the majority of their activities involve interactions with clients, eligibility assistance and eligibility determinations from Family and Adult Services and require a similar skill set.

Also, in 2004 we made a request to move the Adult Protection Staff in the Social Caseworker series to the Family and Children’s consolidation unit (103) since they perform similar duties and require similar skills.

• It appears that the entire Customer Service Support Unit of Family and Adult Services (5521020) is under Consolidation Code 103 with Child Welfare. This unit should be under Family and Adult Services (102). This is the Customer Service Support Unit for Family and Adult and contains similar classifications and duties that are within 102, case management coordinators and case management supervisors who perform eligibility assistance and eligibility determinations.

• The Social Caseworker series positions in Adult Protection (5521060) are the positions that should be in the Child Welfare consolidation code (103). These positions are classified within the social caseworker series; the same as the social caseworker positions in Child Welfare that perform professional social casework duties.