A Career Service Board Public Hearing has been scheduled regarding the **proposed de-consolidation of the Career Service Authority Administration lay-off unit**.

The scheduled time for the public hearing is **Thursday, August 20 at 5:15 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 **Tuesday, August 18, 2009**.

If anyone wishes to submit written comments, please submit them

**IN PERSON NO LATER THAN 12:00 NOON ON TUESDAY, AUGUST 18, 2009, TO:**

Pete Garritt  
HR Supervisor  
Career Service Authority  
201 West Colfax, 4th Floor  
Denver, Colorado 80202

**BY MAIL TO BE RECEIVED NO LATER THAN NOON ON TUESDAY, AUGUST 18, 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 TUESDAY, AUGUST 18, 2009 TO: (720-913-5720)**

**OR BY E-MAIL TO BE RECEIVED NO LATER THAN NOON ON TUESDAY, AUGUST 18, 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 proposed appropriation account de-consolidation prior to the Public Hearing, please contact Pete Garritt at 720-913-5671.
August 6, 2009

Dear Career Service Board Members,

Section 14-42 b) 2) of the Career Service Rules permits the Career Service Board to break a lay-off unit into sub-accounts or combinations of sub-accounts, based on the business functions demonstrated by the department or agency. In 2008, the Career Service Board approved breaking the Career Service Authority ('CSA') appropriation account number 01010-0601000 into the following lay-off units:

- Recruitment 01010-0601400
- Classification, Compensation & Benefits 01010-0601500
- Administration 01010-0601100

CSA is requesting that the Board break the Administration lay-off unit into the following three sub-accounts:

- HR Operations 01010-0601300
- ER and Organizational Development 01010-0601800
- Administration Including Communications and Marketing 01010-0601900

The purpose of this proposed de-consolidation is to create separate units that contain related functions and isolate those functions from less related functions in the other CSA units. HR Operations is a new sub-account that contains employees who are performing day-to-day HR functions that support City agencies including leave management, workplace safety, risk avoidance, accident investigations, metrics and Commercial Driver’s License (CDL) administration. The ER and Organization Development unit includes employees involved in training, organizational development, employee relations, performance management, ADA and records management. The Administration unit will include employees providing general administrative support to the rest of CSA in the areas of purchasing, budgeting, contract processing and administration, education refund program administration, communications and marketing.

Thank you for your consideration in this matter.

Sincerely,

Jeff Dolan
CSA Personnel Director