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

The scheduled time for the public hearing is **Thursday, January 21, 2010 at 9:15 a.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, January 19, 2010**.

If anyone wishes to submit written comments, please submit them **IN PERSON NO LATER THAN 12:00 NOON ON TUESDAY, JANUARY 19, 2010, 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 TUESDAY, JANUARY 19, 2010, 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, JANUARY 19, 2010, TO:** (720-913-5720)

**OR BY E-MAIL TO BE RECEIVED NO LATER THAN NOON ON TUESDAY, JANUARY 19, 2010, 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 DIA consolidation codes prior to the Public Hearing, please contact Dani Brown at 720-913-5610.
January 7, 2010

Dear Career Service Board Members,

Section 14-42 b) 2) of the Career Service Rules permits the Career Service Board to divide an appropriation account into sub-accounts, based on the business functions demonstrated by the department or agency. Currently, the Department of Aviation (Denver International Airport) has a single appropriation account (73810-6000000).

The Department of Aviation is respectfully requesting that the Board de-consolidate the main appropriation account into the following sub-accounts:

- Operations;
- Maintenance;
- Planning and Development;
- Revenue and Business Development;
- Finance and Administration;
- Technologies;
- Public Relations and Marketing;
- Executive Office;
- Support Services including the functions of Kronos Administration, Purchasing/Procurement, Risk Management, Contract Administration; and
- Employee Services including the functions of Human Resources, Wellness, Organizational Effectiveness, Training.

In preparation for the implementation of the shared services process, the purpose of this proposed de-consolidation is to create separate departments that contain related functions and isolate those functions from less related functions.

The de-consolidation will bring the Department of Aviation into alignment with other city agencies which have already transitioned from single consolidated codes.

I have attached a functional organizational chart reflecting this proposed de-consolidation.

Thank you for your consideration in this matter.

Sincerely,

Kim Day
Manager of Aviation