



Career Service Board Meeting #2390

Minutes

Thursday, November 19, 2020, 9:00am

Microsoft Teams

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, Sr. Asst. City Attorney to the Board, and Karen Niparko, Executive Director, Office of Human Resources ("OHR").

1. **Approval of the Agenda for the November 19, 2020 Board Meeting.**
Board Member LaNee Reynolds made a motion, seconded by Board Co-Chair Neil Peck, to approve the agenda for the September 17, 2020 meeting, which was approved unanimously by the Board.
2. **Approval of the Minutes for the October 15, 2020 Board Meeting.**
Board Member David Hayes made a motion, seconded by Board Co-Chair Neil Peck, to approve the minutes for the October 15, 2020 meeting, which was approved unanimously by the Board.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

1. Classification Notice No. 1664 – Pay Changes: January 1, 2021 Minimum Wage Increase

Blair Malloy, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1664 to amend the Classification and Pay Plan, which includes pay range adjustments and changes to employee pay rates, effective January 1, 2021.

The City Council approved changes to the city's minimum hourly wage rate with the following schedule: the current rate of \$14.00 was effective July 1, 2020, increasing to \$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 \$14.77, effective on January 1, 2021.

Job	Class Title	Proposed Grade	Proposed Range
RG2110	Activities Leader Non-Certified	Z-118	(\$14.77-17.54-20.31)
AC1250	Administrative Support Assistant I	C-607	(\$14.77-18.17-21.56)
BC1518	Administrative Support Assistant I	C-607	(\$14.77-18.17-21.56)
CC1480	Administrative Support Assistant I	C-607	(\$14.77-18.17-21.56)
LC1482	Administrative Support Assistant I	C-607	(\$14.77-18.17-21.56)
MC2429	Administrative Support Assistant I	C-607	(\$14.77-18.17-21.56)
VC1521	Administrative Support Assistant I	C-607	(\$14.77-18.17-21.56)
YC1478	Administrative Support Assistant I	C-607	(\$14.77-18.17-21.56)
CO2645	Clinical Care Technician	O-605	(\$14.77-18.17-21.56)
CJ1877	Custodian	J-608	(\$14.77-18.17-21.56)
LJ1878	Custodian	J-608	(\$14.77-18.17-21.56)
CJ2977	Custodian Lead	J-609	(\$14.83-18.24-21.65)
LJ1946	Custodian Lead	J-609	(\$14.83-18.24-21.65)
CO2642	Dental Assistant	O-605	(\$14.77-18.17-21.56)
CJ2525	Food Service Worker	J-608	(\$14.77-18.17-21.56)
CG2943	Golf Cart Attendant	Z-118	(\$14.77-18.17-21.56)
RG2944	Golf Sales Associate	Z-118	(\$14.77-18.17-21.56)
CG2378	Golf Starter and Ranger	Z-118	(\$14.77-18.17-21.56)
CJ2546	Laundry Worker	J-608	(\$14.77-18.17-21.56)
LG2888	Library Aide	Z-118	(\$14.77-18.17-21.56)
RG2401	Lifeguard	Z-118	(\$14.77-18.17-21.56)
CG2113	Park Seasonal Laborer	Z-118	(\$14.77-18.17-21.56)
TB0017	Public Safety Cadet	B-403	(\$14.77)
RG2909	Recreation Assistant	Z-118	(\$14.77-18.17-21.56)
CA2583	Recreation Instructor	A-607	(\$14.77-18.17-21.56)
RG2121	Sports Official Non-Certified	Z-118	(\$14.77-18.17-21.56)
RG2347	Usher I	Z-118	(\$14.77-18.17-21.56)
TA1585	Youth Assistant	A-403	(\$14.77)
CA3142	Youth Operative Associate	A-607	(\$14.77-18.17-21.56)

REVISED PAY RANGES as of January 1, 2021

<u>Grade</u>	<u>Range Minimum</u>	<u>Q2 Minimum</u>	<u>Midpoint</u>	<u>Q4 Minimum</u>	<u>Range Maximum</u>
A-403	\$14.77	\$14.77	\$14.77	\$14.77	\$14.77
A-607	\$14.77	\$16.47	\$18.17	\$19.86	\$21.56
B-403	\$14.77	\$14.77	\$14.77	\$14.77	\$14.77
C-607	\$14.77	\$16.47	\$18.17	\$19.86	\$21.56
J-608	\$14.77	\$16.47	\$18.17	\$19.86	\$21.56
O-605	\$14.77	\$16.47	\$18.17	\$19.86	\$21.56
Z-118	\$14.77	\$16.16	\$17.54	\$18.93	\$20.31

The estimated annual cost in 2021, based on-call titles and the actual hours worked in 2019, is approximately \$355,324.

Board Member David Hayes asked how the new minimum pay rates and ranges compare with market data, to which Ms. Malloy replied the city is market-leading due to the mandated minimum wage being higher than most of the area's municipalities, with the exception of Boulder.

Board Co-Chair Karen DuWaldt made a motion, which was seconded by Board Member Patricia Barela Rivera, to approve Classification Notice No. 1664, which was unanimously approved by the Board.

2. Public Hearing Notice No. 627 – Prevailing Wage: Conveyance System Maintenance Series

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 627 to adopt a change in the pay and/or fringe benefits of the wage classification series of “Entry Support Mechanic, Machinery Maintenance Mechanic, and Controls Systems Technician” in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

Ms. Duran noted Classification & Compensation originally presented the Notice at the September 17 board meeting. JSM Associates, the primary baggage handling contractor at Denver International Airport, had raised concerns about the impact of COVID-19 on market wages and requested a delay for additional research.

Classification & Compensation agreed to re-review the position data and discovered a better match for the positions, which was discussed with JSM Associates and agreement reached that the new data reflected current employment conditions.

The following pay and fringe benefits revision was proposed, based on the service contract method for the Control Systems Technician, and the Employers Council 2020 Colorado Benchmark Compensation Survey for the Entry Support Mechanic and Machinery Maintenance Mechanic positions:

	<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>
Entry Support Mechanic	\$24.44	\$7.36	\$31.80	\$22.65	\$7.15	\$29.80
Machinery Maintenance Mechanic	\$27.46	\$7.70	\$35.06	\$27.66	\$7.73	\$35.39
Control Systems Technician	\$30.33	\$8.04	\$38.37	\$30.11	\$8.01	\$38.12

Board Member David Hayes noted two of the classifications have a decrease in the wage and fringe benefits and asked how this impacts the current contractors. Ms. Duran noted there is no impact to the incumbents as any change is effective upon contract renewal.

Board Member LaNee Reynolds made a motion, which was seconded by Board Member David Hayes, to approve Public Hearing Notice No. 627, which was unanimously approved by the Board.

3. Public Hearing Notice No. 629 – Prevailing Wage: Furniture Mover Series

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 629 to adopt a change in the pay and/or fringe benefits of the wage classification series of “Furniture Mover, Furniture Driver/Packer, and Lead Furniture Mover” in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

	<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>
Furniture Mover	\$17.36	\$6.48	\$23.84	\$17.36	\$6.54	\$23.90
Furniture Driver/Packer	\$17.66	\$6.49	\$23.92	\$18.44	\$6.67	\$25.11
Lead Furniture Mover	\$18.46	\$6.58	\$24.81	\$19.28	\$6.76	\$26.04

The Service Contract Act was used to determine the base wage and fringe benefits for these classifications.

Board Member Patricia Barela Rivera made a motion, seconded by Board Co-Chair Karen DuWaldt, to approve Public Hearing Notice No. 629, which was unanimously approved by the Board.

3. Public Hearing Notice No. 630 – Prevailing Wage: Tile Finisher & Settler

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 630 to adopt a change in the pay and/or fringe benefits of the wage classification series of “Tile Finisher and Tile Setter” in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

	Current			Proposed		
	Base Wage	Fringes	Total	Base Wage	Fringes	Total
Tile Finisher	\$25.01	\$10.06	\$35.07	\$23.20	\$8.46	\$31.66
Journeyman Tile Settler	\$31.21	\$10.12	\$41.33	\$29.15	\$8.46	\$37.61

The International Union of Bricklayers & Allied Craftworkers-Local 7 provided the base and fringe rates for these classifications.

Board Member LaNee Reynolds asked why the wage and fringe benefits are changing by a significant amount. Ms. Duran noted there was an error to the fringe benefit amount, to which Board Co-Chair Karen DuWaldt asked for additional details.

Ms. Duran stated the union provided the actual fringe benefit amount versus what OHR was estimating using the service contract method, resulting in a correction. Ms. DuWaldt noted there is also a base wage reduction, to which Ms. Duran replied the wage rates are provided by the union based on their current collective bargaining agreements.

Board Member LaNee Reynolds made a motion, seconded by Board Co-Chair Neil Peck, to approve Public Hearing Notice No. 630, which was unanimously approved by the Board.

4. Public Hearing Notice 628 - Proposed Revision to Career Service Rule 1

Karla Pierce of the City Attorney’s Office (“CAO”), presented Public Hearing Notice 628, proposing the revision of Career Service Rule 1-Definitions.

Ms. Pierce noted it was necessary for the city to more clearly define the term “appointing authority” and hereby change the meaning from an official who has appropriation authority over expenditures as defined in ordinance, to an official who is appointed or elected to serve as the head of a department or agency and thus authorized to appoint, supervise, manage, discipline, or terminate employees of such department or agency.

In addition, a sentence will be added stating in accordance with Section 2.6.4 of the Denver Revised Municipal Code, the Director of Safety is the appointing authority for purposing of hiring, disciplining, and terminating deputy sheriffs and other employees of the Sheriff’s Department.

Ms. Pierce noted the current definition was strictly tied to the authority to expend budgets, rather than who may actually hire and manage an agency’s employees. The revised definition will enable the Budget & Management Office to shift payroll dollars budgeted under the general fund, but later reimbursed by non-general fund departments, for services provided by certain agencies, but without changing the managing authority of the employees.

This change will allow general fund employee payroll costs to be budgeted directly by the non-general fund agencies. Laurie Heydman of the CAO provided several examples of how this works in practice.

The revision regarding the Sheriff’s Department clarifies the Charter designates the Director or Manager of Safety, a mayoral appointee, as the appointing authority, rather than the Sheriff, as the appointing authority of the department.

Board Co-Chair Neil Peck made a motion, seconded by Board Co-Chair Karen DuWaldt, to approve Public Hearing Notice No. 628, which was unanimously approved by the Board.

VI. Executive Session:

The Board went into executive session at 9:30am and discussed several OHR issues with Karen Niparko. In addition, the following appeals were adjudicated:

1. Douglas Legg vs. Department of Public Works, Appeal No. 031-19
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
2. Spencer Haswell vs. Denver Sheriff's Department, Appeal No. 047-19A
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
3. Agency's Motion to Dismiss Petition for Review: Lindsay Hammond vs. DCC, Appeal No. 042-20: *The Career Service Board deferred consideration of the petition to the next meeting.*

VII. Adjournment: *Adjournment was at 10:30am.*