

Career Service Board Meeting #2395

Minutes

Thursday, April 1, 2021, 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 April 1, 2021 Board Meeting.

Board Member Patricia Barela Rivera made a motion, seconded by Board Co-Chair Neil Peck, to approve the agenda for the April 1, 2021 meeting, which was approved unanimously by the Board.

2. Approval of the Minutes for the March 18, 2021 Board Meeting.

Board Member David Hayes made a motion, seconded by Board Co-Chair Karen DuWaldt, to approve the minutes for the March 18, 2021 meeting, which was approved unanimously by the Board.

II. Board Comments: *None.*

III. Public Comments: *None.*

IV. Public Hearing:

1. Public Hearing Notice No. 642 – Revisions to CS Rules: New Class & Pay Plan

Blair Malloy, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 642 to revise Career Service Rules 2, 3, 5, 7, 9, 10, 12, and 13 in order to implement the new Classification and Pay Plan.

Nicole de Gioia-Keane, Director of Classification & Compensation, noted the Board approved the Gallagher proposals to update the city's Classification & Pay Plan and the City Council passed the necessary changes to ordinance last week to implement the new Plan.

Ms. de Gioia-Keane stated the revisions to the Career Service Rules are mostly language updates to conform with the updated policies and practices being implemented with the new Plan.

Ms. Malloy reviewed the proposed rule changes and revisions summarized in the Notice. There are changes in terminology referenced in multiple Rules including: (1) pay schedules to pay tables; (2) pay survey to market analysis; (3) occupational group to job family; and, (4) maintenance study to classification study.

Rule 7-34B is revised to provide individual position audits will only be accepted from March 1 through October 31, and Rule 7-34F deletes all reference to the progressive classification series program, which is replaced with individual job audits.

Rule 7-71 is revised to clarify the purpose and intent of annual market analysis conducted by Class & Comp to update pay tables and provide market adjustments in accordance with updated practices.

Rule 7-73D is revised to clarify the process by which the Mayor and City Council approve proposed changes to the Classification & Pay Plan with reference to changes in individual employee pay rates based on calculated degree of market lag for individual classifications.

Rule 9-35C is revised to update the criteria by which OHR may recommend pay increases to the appointing authority as a result of a classification study.

Rule 9-38 is revised to better describe purpose and intent of section is for pay practices and not for market adjustments. Rule 9-38A authorizes the Board to create or temporarily adjust pay practices outside of those currently in the Rules under certain market and operational conditions.

Rule 9-38B shortens the time to use these pay practices from one year to six months, with an option to extend an additional six months with OHR Executive Director approval.

Linda Nedved, Contract Administrator at DEN, asked why there is now a window for submitting individual job audit requests in the Rules. Ms. de Gioia-Keane noted the window is already put into place each year by Class & Comp during the merit process at which time all pay changes are frozen to allow time for updating of pay table data and pay rates.

Board Co-Chair Neil Peck made a motion, which was seconded by Board Member Patricia Barela Rivera, to approve Public Hearing Notice No. 642, which was unanimously approved by the Board.

V. Executive Session:

The Board went into executive session at 9:20am and discussed several OHR issues with Karen Niparko. The following appeal was adjudicated:

1. Sonya Lebya vs. Denver Sheriff's Department, Appeal No. 004-20
The Career Service Board affirmed the Hearing Officer's Decision, written order to follow.

Consideration of Appeal No. 021-20, Alfredo Hernandez vs. Denver Sheriff's Department, was deferred to the next board meeting, pending additional legal advice from Bob Wolf, Sr. Asst. City Attorney to the Board.

VI. Adjournment: Adjournment was at 10:19am.