

Career Service Board Meeting #2397
Minutes
Thursday, May 20, 2021, 9:00am

Microsoft Teams

Karen DuWaldt (Co-Chair)
Neil Peck – Absent
Patricia Barela Rivera
David Hayes
LaNee Reynolds

- I. **Opening:** *Meeting was called to order at 9:00am. Karen DuWaldt, Board Co-Chair, asked for a roll call of those present for the record.*

Mr. Peck, Co-Chair, was absent today. All other 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 May 20, 2021 Board Meeting.**
Board Member Patricia Barela Rivera made a motion, seconded by Board Member David Hayes, to approve the agenda for the May 20, 2021 meeting, which was approved unanimously by the Board.
2. **Approval of the Minutes for the April 15, 2021 Board Meeting.**
Board Member Patricia Barela Rivera made a motion, seconded by Board Member LaNee Reynolds, to approve the minutes for the April 15, 2021 meeting, which was approved unanimously by the Board.

II. **Board Comments:** *None.*

III. **Public Comments:** *None.*

IV. **Public Hearing:**

1. Classification Notice No. 1677 – Skilled Trades Classification Study

Blair Malloy, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1677 to modify the city’s Classification & Compensation Plan. The proposed change(s) amends the city’s Classification and Pay Plan by: (1) Creating 13 new classifications and abolishing 10 existing classifications in the skilled trades’ workgroup, and (2) Changing the title and pay grade of 11 classifications, and the pay grade only for 34 classifications.

In 2019, Classification and Compensation convened a leadership work group responsible for overseeing the skilled trades’ work performed by over 440 employees in 51 different titles. These classifications are responsible for the maintenance, construction, and repair of city facilities, buildings, parks, and other city-owned properties.

The leadership work group included representation from agency leaders, managers, and their HR representatives. Expertise was sought to address recruitment and retention issues in a sustained, highly competitive environment for this type of work. OHR was tasked to address these ongoing challenges with a citywide solution.

The purpose of this study was to review the classifications categorized as skilled or semiskilled trades in the maintenance and operations job family who perform construction and maintenance duties and responsibilities for new or existing city facilities. All individual contributor titles are non-exempt.

For this purpose, trades refer to jobs that need varying levels of vocational education, trade school, apprenticeship program, or on-the-job training and are found in construction or facility maintenance industries. These jobs typically perform fieldwork in a variety of indoor and outdoor settings, and some classifications require state or city-issued licenses or certifications

The goals of this study included: (1) to update the classification specifications to ensure their accuracy, (2) establish career ladders within the highest-skilled trades to establish means for building a talent pipeline, (3) create new classifications to better describe and organize certain types and levels of work, (4) abolish and consolidate certain non- or under-utilized titles, and (5) ensure the pay ranges are competitive to current market rates.

The pay rationale was based on a comprehensive and holistic review of the entire group of titles in scope for this study. The sustained challenges around attracting and retaining employees in the skilled trades classifications further complicated the study. OHR engaged in a discussion for over a year with senior citywide leadership on the best path forward to ensure any solutions are comprehensive and deliberate.

The city's maintenance and facilities and associated equipment have unique configurations and designs in some areas, requiring advanced knowledge and training by the skilled employees responsible for its maintenance and upkeep.

When an employee vacates a position, this creates a knowledge gap, leaving management to explore alternative and backup solutions until they are able to fill the vacancy, some of which are very expensive, including re-prioritizing projects, re-assigning duties to existing employees, deferring the needed maintenance, or hiring external contractors.

Citywide data and metrics supported the need to address pay issues. Multiple sources of data provided and analyzed by OHR from the years 2019 and 2020 for the skilled trades employees showed greater deviation than the citywide reported rates for various metrics, including multiple data points from the citywide engagement survey, citywide turnover, and recruitment data.

Class & Comp was asked to update and modernize classifications and ensure they reflect internal operating needs and dynamic external market conditions. These updates will help establish a sustainable and consistent skilled trades classification and compensation framework that can be used citywide.

OHR recommends the changes proposed in detail in the classification notice be approved, which will impact 441 employees in 11 departments in agencies.

Board Co-Chair Karen DuWaldt asked if there was any feedback received from managers or employees indicating concerns about the proposed changes. Ms. Mallory replied there were none.

Nicole de Gioia-Keane noted Class & Comp undertook several months of socialization to all the affected agencies prior to the Classification Notice being published for the public hearing.

Board Member Patricia Barela Rivera made a motion, which was seconded by Board Co-Chair Karen DuWaldt, to approve Classification Notice No. 1677, which was unanimously approved by the Board.

2. Public Hearing Notice No. 644 – Prevailing Wage: DIA Glycol System Positions

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 644 to adopt a change in the pay and/or fringe benefits of the wage classification series of “DIA Glycol System” positions in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

The following pay and fringe benefits revision was proposed, based on the service contract method:

	<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>
Deicing Facility Operator	\$27.77	\$7.74	\$35.51	\$28.22	\$7.80	\$36.02
Maintenance Mechanic	\$27.64	\$7.73	\$35.37	\$27.73	\$7.74	\$35.47
Plant Controller	\$17.36	\$6.54	\$23.90	\$17.36	\$6.54	\$23.90

Board Member David Hayes made a motion, seconded by Board Member Patricia Barela Rivera, to approve Public Hearing Notice No.644, which was unanimously approved by the Board.

V. Director’s Briefing:

1. Return to Work Update

Karen Niparko, Executive Director of OHR, presented an update on the city’s return to work plan. Ms. Niparko noted most agencies had submitted thoughtful plans in which a hybrid model of working in-office one to three days per week would be implemented beginning in June. In some cases, depending on an agency’s role and business needs, employees would be returning to the office full-time.

Ms. Niparko stated the Mayor had agreed and was supportive of the hybrid model, while emphasizing that it was necessary for the city’s workforce to have a physical presence in order to meet our commitment to serving the public.

The current hybrid model would begin in June and be fully implemented citywide by September. The plan is expected to be flexible and will change as conditions and experience dictate. Ms. Niparko noted there is significant employee anxiety being heard with the mask and social distancing requirements expected to end soon.

Parking will be reviewed and changed to be more flexible as a new system is implemented over time. The most significant feedback heard during the Mayor’s Town Hall meeting on Teams was from employees who wish to remain 100% remote, which the Mayor made clear would not be acceptable

Board Member LaNee Reynolds thanked OHR for their comprehensive and excellent work at crafting return to work plans, and for keeping the Board informed of the city’s progress. Board Co-Chair Karen DuWaldt concurred and stated she appreciated everyone’s hard work.

VI. Executive Session:

The Board went into executive session at 9:32am and discussed several OHR issues with Karen Niparko. Hearing Officers Bruce Plotkin and Federico Alvarez also met with the Board to discuss several Hearing Office issues.

VII. Adjournment: *Adjournment was at 9:44am.*