



**Office of Human Resources**

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**Career Service Board Meeting #2403**

**Minutes**

**Thursday, November 18, 2021, 9:00am**

**Webb Municipal Building**

**201 W. Colfax Ave, First Floor, Career Service Hearings Office**

**David Hayes, Co-Chair**  
**Patricia Barela Rivera**  
**LaNee Reynolds**  
**Karen DuWaldt - Absent**  
**Erin Brown - Absent**

**I. Opening:** *The meeting was called to order at 9:01am by Board Co-Chair David Hayes. Ms. DuWaldt and Ms. Brown were absent today. All other members of the Career Service Board were present in addition to Jordan Humphreys, Sr. Asst. City Attorney, and Rory McLuster, Co-Interim Executive Director, Office of Human Resources (“OHR”).*

**1. Approval of the Agenda for the November 18, 2021 Board Meeting.**

*Board Member LaNee Reynolds made a motion, seconded by Board Member Patricia Barela Rivera, to approve the agenda for the November 18, 2021 meeting, which was approved unanimously by the Board.*

**2. Approval of the Minutes for the October 21, 2021 Board Meeting.**

*Board Member LaNee Reynolds noted a correction in the minutes under Director’s Briefing, page 4, in which a reference was noted as Denver Human Resources, which should be Denver Human Services. Board Member Patricia Barela Rivera made a motion, seconded by Ms. Reynolds, to approve the minutes for the October 21, 2021 meeting with the correction, which was approved unanimously by the Board.*

**II. Board Comments:** *Board Member LaNee Reynolds wished the Board and OHR staff a happy and healthy Thanksgiving.*

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

**IV. Public Hearing:**

**1. Public Hearing Notice No. 661 – Prevailing Wage: Conveyance System Maintenance**

*Conor Wildt, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 661 to adopt a change in the pay and/or fringe benefits of the prevailing wage classifications “Entry Support Mechanic, Machinery Maintenance Mechanic, and Controls System Technician” 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>
<b>Entry Support Mechanic</b>	\$22.65	\$7.15	\$29.80	<b>\$25.40</b>	<b>\$7.53</b>	<b>\$32.93</b>
<b>Machinery Maintenance Mechanic</b>	\$27.66	\$7.73	\$35.39	<b>\$26.50</b>	<b>\$7.66</b>	<b>\$34.16</b>
<b>Controls System Technician</b>	\$34.08	\$8.47	\$42.55	<b>\$34.32</b>	<b>\$8.56</b>	<b>\$42.88</b>

The Employers Council 2021 Colorado Benchmark Compensation Survey was used to determine the base wages, and the Service Contract Act was used to determine fringe benefits.

Mr. Wildt stated Class & Comp was requesting the Board approve the increases in the wage and fringe benefits for the classifications Entry Support Mechanic and Controls System Technician, however, the classification of Machinery Maintenance Mechanic will be withdrawn at this time. Class & Comp would like to conduct additional market research on this classification due to the decrease in base wage indicated by the compensation survey data.

Board Member LaNee Reynolds asked what the timeframe was for the current survey data, to which Mr. Wildt responded was the end of 2020 to early 2021. Mr. Wildt noted Class & Comp will follow up with the Employers Council to see if there is updated information available to reflect current market conditions.

Board Co-Chair David Hayes asked if these wage adjustments represent the minimum level of compensation required by ordinance, or do they increase if the market data supports it. Alena Duran, Sr. Classification & Compensation Analyst, responded it depends on how the contracts are written, as some contractors have wages that are higher than the market survey data, while others only adjust wages higher when a new contract is signed with the city.

A motion was made by Board Member Patricia Barela Rivera, which was seconded by Board Member LaNee Reynolds, to approve Public Hearing Notice 661, with removal of the classification "Machinery Maintenance Mechanic", which was unanimously approved by the Board.

2. Public Hearing Notice No. 660 – Prevailing Wage: Tree Trimmer

Conor Wildt, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 660 to adopt a change in the pay and/or fringe benefits of the prevailing wage classification of "Tree Trimmer" in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

	Current			Proposed		
	Base Wage	Fringes	Total	Base Wage	Fringes	Total
Tree Trimmer	\$21.30	\$7.00	\$28.30	\$20.98	\$7.02	\$28.00

The Employers Council 2021 Colorado Benchmark Compensation Survey was used to determine the base wage, and the Service Contract Act was used to determine fringe benefits.

A motion was made by Board Member LaNee Reynolds, which was seconded by Board Member Patricia Barela Rivera, to approve Public Hearing Notice 660, which was unanimously approved by the Board.

3. Classification Notice 1701 – Municipal Golf Study

Lori Schumann, Sr. Classification & Compensation Analyst, was joined by Scott Bethlake, Director of Golf, Denver Parks & Recreation ("DPR"), and Ashley Kelliher, Sr. Asst. City Attorney.

Class & Comp conducted a market review of local municipal golf pay practices, in which pay range data and job descriptions were collected from 15 different local municipal golf courses in the Denver Metro area, and compared to the city's current golf pay ranges and job descriptions.

As a result of this review, Class & Comp is recommending: (1) adding two new golf classifications, and changing the title of four golf classifications; and, (2) changing the pay grade and range of four golf classifications, and abolishing one golf classification, as detailed in the Classification Notice. These proposed changes will better align the city with the local market, improve internal market values, and provide clear career paths for current and future employees.

190 employees will be impacted by the changes, with ten employees receiving an increase to the minimum salary of their new pay grade at an annual budget impact of \$37,372. These classifications are used by DPR only.

*Board Member Patricia Barela Rivera commented the organization chart in the presentation was helpful and asked if there were any women in these positions, to which Mr. Bethlake replied in the affirmative, noting the Manager of Agronomy is female, as well as several Golf Professionals and the administrative support person.*

*Ms. Barela Rivera also asked about people of color, to which Mr. Bethlake stated they are struggling at this time, although they have been successful at increasing penetration in the latino community. Mr. Bethlake stated they are working with the junior program to try and interest more African American kids in golf, noting this is also a cultural challenge. Mr. Bethlake outlined some of the other programs Golf is undertaking to increase representation of women as well.*

*Board Member LaNee Reynolds asked if these classifications are contractors or career service employees, to which Mr. Bethlake replied they are city employees. Ms. Reynolds asked for clarification on the change in duties from assistant to associate lead, noting the position remained non-exempt, and the change in pay grade to exempt for the assistant superintendent.*

*Mr. Bethlake explained the rationale for the title change, while Ms. Schumann noted the executive exemption for the superintendent role in terms of hiring and firing employees.*

*A motion was made by Board Member Patricia Barela Rivera, which was seconded by Board Member LaNee Reynolds to approve Public Hearing Notice 658, which was unanimously approved by the Board.*

4. Public Hearing Notice No. 659 – Proposed Revision to Career Service Rule 9-31

*Nicole de Gioia-Keane, Director of Classification & Compensation, presented a proposed change to Career Service Rule 9-31.*

*Ms. de Gioia-Keane stated the current language mandating a fixed 8% increase upon promotion is an artifact of the old step system, and removing this provision aligns with the intent of the Colorado Equal Pay Act. Pay upon promotion will be set based on the pay factors outlined in Rule 9, and within the range of the pay grade.*

*A motion was made by Board Member LaNee Reynolds, which was seconded by Board Member Patricia Barela Rivera, to approve Public Hearing Notice 659, which was unanimously approved by the Board.*

**V. Executive Session:**

*The Board went into executive session at 9:23am and discussed several OHR issues with Rory McLuster. The Board also met with George Branchaud, OHR Administrator, to discuss the recruiting plan for the Executive Director and Hearing Officer positions and other agency matters.*

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