



**Office of Human Resources**

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**Career Service Board Meeting #2409**

**Minutes**

**Thursday, April 21, 2022, 9:00am**

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

**Karen DuWaldt, Co-Chair**

**David Hayes, Co-Chair**

**Patricia Barela Rivera**

**LaNee Reynolds**

**Erin Brown - Absent**

- I. Opening:** *The meeting was called to order at 9:03am by Board Co-Chair David Hayes. Erin Brown 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 Kathy Nesbitt, Executive Director, Office of Human Resources (“OHR”).*
- 1. Approval of the Agenda for the April 21, 2022 Board Meeting.**  
*Board Member Patricia Barela Rivera made a motion, seconded by Board Member LaNee Reynolds, to approve the agenda for the April 21, 2022 meeting, which was approved unanimously by the Board.*
- 2. Approval of the Minutes for the March 17, 2022 Board Meeting.**  
*Board Member Patricia Barela Rivera made a motion, seconded by Board Member LaNee Reynolds, to approve the minutes for the March 17, 2022 meeting, which was approved unanimously by the Board.*

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

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

**IV. Public Hearing:**

- 1. Classification Notice No. 1717 – Criminal Investigators**

*Greg Thress, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1717 to amend the Classification and Pay Plan to change the pay grade of Criminal Investigator III, and the title of Civil-Criminal Investigator III to Human Services Investigator.*

*Class & Comp worked with the District Attorney to conduct an agency-wide pay review. As a result, the District Attorney asked for a pay grade review for the Criminal Investigators. Based on a market review, OHR is proposing a new pay grade for the Criminal Investigator III to NE-20.*

*In addition, the Civil-Criminal Investigator III classification title is recommended to be changed to Human Services Investigator to reflect that this work is only performed at Denver Human Services and to align with the work as titled in the market.*

*It is also proposed to revise the Criminal Investigator III job title by removing the “III” since the District Attorney does not have lower types and levels of work available; there is only one level of this work.*

New Pay Grade/Range

| <u>Classification Title</u> | <u>Proposed Pay Grade/Range</u>     |
|-----------------------------|-------------------------------------|
| Criminal Investigator III   | NE-20 (\$35.95 - \$45.84 - \$55.72) |

Job Title Change

| <u>Current Job Title</u>        | <u>Proposed Job Title</u>   |
|---------------------------------|-----------------------------|
| Criminal Investigator III       | Criminal Investigator       |
| Civil-Criminal Investigator III | Human Services Investigator |

There is no budget impact since all 34 Criminal Investigator's base pay rates are above the proposed range minimum of pay grade NE-20.

Board Member LaNee Reynolds asked why the position referenced "III" if there were no lower classifications, to which Mr. Thress stated was a reflection the work conducted was at the senior level. Ms. Reynolds asked if it was anticipated there be a lower-level position in the future, to which Mr. Thress replied in the negative.

Board Member Patricia Barela Rivera asked how many employees are affected by the change, to which Mr. Thress stated was 34.

A motion was made by Board Member LaNee Reynolds, which was seconded by Board Member Patricia Barela Rivera, to approve Classification Notice 1717, which was unanimously approved by the Board.

2. Classification Notice No. 1718 – Paralegals

Greg Thress, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1718 to amend the Classification and Pay Plan to change the pay grades of the Paralegal series.

Class & Comp worked with the City Attorney's Office to address Paralegal turnover by conducting a pay review. Based on the market data, the classifications Paralegal II and Paralegal III were determined to be lagging the market.

The market median for Paralegal II is \$37.77 per hour, representing a 1.9% difference from the city's pay grade NE-17 midpoint of \$38.48. The market median for Paralegal III is \$44.82 per hour, representing a 3.7% difference from the city's pay grade NE-19 midpoint of \$43.24. Market lag for the Paralegal II is 16.9%, and 16.5% for the Paralegal III classifications, respectively.

It is proposed to increase the pay grade of Paralegal II by three grades, and to increase the pay grade of Paralegal III by two grades, respectively. In addition, it is proposed to increase the pay grade of Paralegal I by two grades, placing it two grades below Paralegal II, which will maintain our practice of two pay grade differences among classifications in a series.

New Pay Grade/Range

| <u>Classification Title</u> | <u>Proposed Pay Grade/Range</u>     |
|-----------------------------|-------------------------------------|
| CL2140 Paralegal I          | NE-15 (\$26.86 - \$34.25 - \$41.63) |
| CL3067 Paralegal II         | NE-17 (\$30.18 - \$38.48 - \$46.78) |
| CL0366 Paralegal III        | NE-19 (\$33.91 - \$43.24 - \$52.56) |

The budget impact to bring 4 of 19 Paralegal I's to the new range minimum is \$10,442, to bring 7 of 35 Paralegal II's to the new minimum is \$19,094, and to bring 1 of 3 Paralegal III's to the new range minimum is \$5,678, for a total annualized budget impact of \$35,214.

Bob Wolf, Sr. Asst City Attorney to the Board, noted only 12 employees out of a total of 57 in the three paralegal classifications are actually receiving a pay adjustment to the new minimum range of the adjusted pay grades. Mr. Wolf asked how retention will be addressed if few employees are actually eligible for a pay increase with the change.

Mr. Thress responded he is currently working with the City Attorney's Office to conduct a pay study of the paralegal classifications to review their average pay in light of the new changes, which should result in a pay equity review in the future.

Board Co-Chair David Hayes asked if the employees' managers have to make a request to have pay reviewed, with the analysis based on experience and other factors. Mr. Thress replied in the affirmative.

Nicole de Gioia-Keane, Director of Classification & Compensation, noted there is a two-step process proscribed in Rule 9 for pay reviews, with the first step of pay grades being adjusted to reflect market conditions, and the second step for the appointing authority to formally request a pay review, which is conducted according to the pay factors in the rule, for employees.

Ms. de Gioia-Keane noted the appointing authority is required to authorize pay reviews due to the potential budget impact of adjusting salaries.

Board Member LaNee Reynolds asked for clarification on the budget impact, noting Mr. Thress had stated the dollar amount was approximately \$21,000, while the report stated the amount was \$35,214. Mr. Thress replied the \$21,000 is the immediate budget impact, with \$35,000 being the annualized amount.

Ms. Reynolds asked if the numbers include the attrition impact, to which Ms. de Gioia-Keane replied in the negative, noting the vacancy savings from any open positions will help provide funding for the expected future pay adjustments for current employees, but the actual number is not available.

A motion was made by Board Member Patricia Barela Rivera, which was seconded by Board Member LaNee Reynolds, to approve Classification Notice 1718, which was unanimously approved by the Board.

### 3. Classification Notice No. 1719 – Eligibility Technicians

Conor Wildt, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1719 to amend the Classification and Pay Plan to change the pay grades of the Eligibility Technician series.

Class & Comp worked with the Family and Adult Assistance Division of Denver Human Services, which requested the pay grades for the Eligibility Technician series be increased to align with those of the Child Support Technician Series.

Both classification series have comparable minimum qualifications, required related experience, and are performing similar types of duties under demanding situations. The classifications differ by the client demographics (Children vs. Adults & Families) however, both are governed by the same city and state regulations, as well as require knowledge of software systems to manage assistance programs.

Survey data for Eligibility Technicians indicates the city is leading the market for these roles, with the Child Support series also leading the market by a smaller margin. This change will establish a permanent internal pay relationship between the Eligibility and Child Support series, which will apply if any future pay reviews are conducted for either series.

#### New Pay Grade/Range

| <u>Classification Title</u> | <u>Proposed Pay Grade/Range</u> |
|-----------------------------|---------------------------------|
| Eligibility Technician I    | NE-10: \$20.47-\$25.59-\$30.71  |
| Eligibility Technician II   | NE-11: \$21.70-\$27.13-\$32.55  |
| Eligibility Specialist      | NE-12: \$23.00-\$28.75-\$34.50  |
| Lead Eligibility Technician | NE-12: \$23.00-\$28.75-\$34.50  |

There are currently 282 employees in the Eligibility Technician series. Of those 282, 49 will receive an increase to the new range minimum, with an average increase of \$0.54/hour, at a total annualized cost of \$55,474.

A motion was made by Board Member LaNee Reynolds, which was seconded by Board Member Patricia Barela Rivera, to approve Classification Notice 1719, which was unanimously approved by the Board.

**V. Executive Session:**

*The Board entered executive session at 9:22am. Kathy Nesbitt gave an update to the Board on various OHR issues. The Board also met with George Branchaud, OHR Administrator.*

*In addition, the following appeal was adjudicated:*

1. Theresa Kaiser vs. Denver Sheriff's Department, Appeal No. A052-21  
*The Board affirmed the Hearing Officer's decision to dismiss the Petitioner's appeal.*

**VI. Adjournment:** *Adjournment was at 10:55am.*