



Office of Human Resources

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Career Service Board Meeting #2410

Minutes

Thursday, May 19, 2022, 9:00am

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

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

I. Opening: *The meeting was called to order at 9:03am by Board Co-Chair Karen DuWaldt. All members of the Career Service Board were present in addition to Sherri Catalano, Sr. Asst. City Attorney, and Kathy Nesbitt, Executive Director, Office of Human Resources (“OHR”).*

1. Approval of the Agenda for the May 19, 2022 Board Meeting.

Board Member Patricia Barela Rivera made a motion, seconded by Board Member Erin Brown, to approve the agenda for the May 19, 2022 meeting, which was approved unanimously by the Board.

2. Approval of the Minutes for the April 21, 2022 Board Meeting.

Board Member LaNee Reynolds made a motion, seconded by Board Member Patricia Barela Rivera, to approve the minutes for the April 21, 2022 meeting, which was approved unanimously by the Board.

II. Board Comments: *None.*

III. Public Comments: *Kathy Nesbitt, Executive Director of OHR, noted Shelby Felton, Sr. Asst. City Attorney, was present today and stated she would like to thank Ms. Felton for her partnership and hard work in the drafting of a retention bonus proposal, which will be formally presented to the Board in the near future. Karen DuWaldt, Board Co-Chair, thanked Ms. Nesbitt and Ms. Felton for their work.*

IV. Public Hearing:

1. Public Hearing Notice No. 665 – Prevailing Wage: Tile Finisher & Tile Setter

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 665 to adopt a change in the pay and/or fringe benefits of the prevailing wage classifications, “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	\$23.35	\$8.76	\$32.11	\$24.13	\$8.91	\$33.04
Journeyman Tile Setter	\$29.30	\$8.76	\$35.47	\$38.06	\$8.91	\$38.99

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

A motion was made by Board Co-Chair Karen DuWaldt, which was seconded by Board Member LaNee Reynolds, to approve Public Hearing Notice 665, which was unanimously approved by the Board.

2. Public Hearing Notice No. 666 – Prevailing Wage: Appliance Mechanic

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 666 to adopt a change in the pay and/or fringe benefits of the prevailing wage classifications, “Appliance Mechanic” in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

	Current			Proposed		
	Base Wage	Fringes	Total	Base Wage	Fringes	Total
Appliance Mechanic	\$23.21	\$7.22	\$30.43	\$24.44	\$7.42	\$31.86

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

A motion was made by Board Member Patricia Barela Rivera, which was seconded by Board Co-Chair David Hayes, to approve Public Hearing Notice 666, which was unanimously approved by the Board.

3. Classification Notice No. 1721 – Motor Vehicle Agents

Blair Malloy, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1721 to amend the Classification and Pay Plan by changing the titles and pay grades of the Motor Vehicle classification series.

The Denver Motor Vehicle Division implemented several organizational changes to improve operational efficiency in delivering services, including proposing to change the classification structure and utilization within the Motor Vehicle classification series. It is proposed to reduce the number of levels in these classifications, from three to two levels, to change the titles of two classifications, and abolish one classification.

The Motor Vehicle Agent is a benchmark classification. There are no proposed changes to pay grades within this class series at this time.

New Classification Titles

<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
CC2350 Motor Vehicle Technician II	CV2350 Motor Vehicle Agent
CC2738 Motor Vehicle Technician III	CV2738 Lead Motor Vehicle Agent

Job Code Change

<u>Current Job Code</u>	<u>Proposed Job Code</u>	<u>Current Classification Job Title</u>
CC2351	CV2351	Motor Vehicle Supervisor

Abolishment

<u>Job Code</u>	<u>Current Classification Job Title</u>	<u>Pay Grade & Range</u>
CC2349	Motor Vehicle Technician I	NE-10 (\$20.47-25.59-30.71)

This classification is solely used within the Motor Vehicle Division. All employees in these classifications will receive a new classification title and job code, including 47 Motor Vehicle Agents, 7 Motor Vehicle Agent Leads, and 1 Motor Vehicle Supervisor. The Motor Vehicle Technician I classification is vacant so there are no employee impacts.

Board Co-Chair Karen DuWaldt asked if the reason the Motor Vehicle Technician I classification is abolished is there are no longer any entry level employees, or have the responsibilities been assigned to another classification.

Ms. Malloy stated the affected employees were all reallocated to the Motor Vehicle Technician II classification as there was little difference between the two positions other than pay grade.

A motion was made by Board Member LaNee Reynolds, which was seconded by Board Member Patricia Barela Rivera, to approve Classification Notice 1721, which was unanimously approved by the Board.

4. Classification Notice No. 1722 – Contract Administrators

Greg Thress, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1722 to amend the Classification and Pay Plan by creating the new classification of Senior Contract Administrator and changing the pay grade of Contract Administration Supervisor.

Class & Comp was requested by the Denver International Airport and Denver Parks & Recreation to add a Senior Contract Administrator level classification to the Contract Administrator series. These agencies have been experiencing difficulty recruiting and retaining Contract Administrators and competing with other industries that have senior level positions.

The airport is having a difficult time recruiting Contract Administrators to perform high level duties such as overseeing the contract procurement process and procure expenditure, revenue, and non-competitive contracts for professional services and construction, as these duties are in line with senior level experience and pay.

Similarly, Denver Parks & Recreation has been experiencing difficulty recruiting and retaining Contract Administrators due to competing with other industries that have higher paid senior positions. The agency has some of the highest number of contracts in the city which are complex, time consuming, and high-profile procurements which are appropriate for a senior level professional to perform.

Based upon market data, it is proposed to create a new Senior Contract Administrator classification at the EX-10 pay grade, to increase the Contract Administration Supervisor classification by one grade to EX-12, and to maintain the Contract Administrator classification at the EX-09 pay grade.

Proposed New Classification/Pay Grade

<u>Proposed Classification Title</u>	<u>Proposed Pay Grade</u>
Senior Contract Administrator	EX-10 (\$67,488 - \$89,421 - \$111,355)

Proposed New Pay Grade

<u>Classification Title</u>	<u>Proposed Pay Grade</u>
Contract Administration Supervisor	EX-12 (\$78,718 - \$104,301 - \$129,885)

There is no budget impact at this time from creating a Senior Contract Administrator classification since it is new. However, it is anticipated position audit requests to reallocate employees as appropriate into the new Senior level classification will be submitted, the budget impact of which is not ascertainable.

The pay of the five Contract Administration Supervisors is not affected as these employees are paid within the new range of EX-12.

Board Co-Chair David Hayes asked if Class & Comp is confident these changes address the work being done at the senior level is at the appropriate level, given the level of turnover being experienced, to which Mr. Thress stated in the affirmative.

A motion was made by Board Member Erin Brown, which was seconded by Board Member Patricia Barela Rivera, to approve Classification Notice 1722, which was unanimously approved by the Board.

5. Classification Notice No. 1723 – Landside Agents

Gina Splatt, Sr. Classification & Compensation Analyst, presented Classification Notice No. 1723 to amend the Classification and Pay Plan to change the pay grades and ranges of the Landside Services classification series.

The Denver International Airport requested a review of the Landside Services classifications pay range due to turnover in these classifications exceeding 20%. Based upon a review of the market data and internal relationships, it is recommended to increase the pay grade for Landside Service Agent I from NE-07 to NE-08, Landside Service Agent II from NE-10 to NE-11, and Landside Service Supervisors from EX-06 to EX-07.

Market data from Western Management Group's (Airports Council International) compensation survey showed pay data for the Landside Service Agent II classification with a market median of \$26.62 (\$55,369.60 annually).

The closest grade range mid-point at the city is NE-11 and, based on internal pay relationships, it is proposed the Landside Service Agent I and Landside Service Supervisor will increase by one grade.

A total of 54 employees at the airport will have their pay grades adjusted with no immediate budget impact, however, it is expected these employees current compensation will be reviewed and adjusted in the future using pay factors under the Rule.

Board Member Patricia Barela Rivera asked what the responsibilities are in these classifications. Ms. Splatt replied the Landside Agent I employees work inside the terminal and are responsible for handling Lost and Found, internal calls, processing violations and citations, and providing general assistance. Landside Agent II employees generally work outside the terminal and patrol the parking and livery pick-up areas to ensure drivers are complaint with the regulations and people park legally.

Board Member LaNee Reynolds asked what the turnover rate has been in the past. Ms. Splatt indicated the current rate is actually closer to 13%, while in the past it has been as high as 20%. Ms. Splatt noted this is an entry level role that many employees promote out of into higher level positions at the airport.

Ms. Barela Rivera asked how many employees are currently in these roles, to which Ms. Splatt indicated was 58 in total. Ms. Barela Rivera asked how many of the employees are women, to which Ms. Splatt indicated was about 50%, both working inside the terminal and outside in the external areas.

A motion was made by Board Member Patricia Barela Rivera, which was seconded by Board Co-Chair Karen DuWaldt, to approve Classification Notice 1723, which was unanimously approved by the Board.

V. Executive Session:

The Board entered executive session at 9:15am to discuss certain OHR matters.

VI. Adjournment: *Adjournment was at 10:50am.*