

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules. When the Board or the Personnel Director considers that a change in the Rules is necessary or desirable, the procedure shall be as follows: ... 2) The proposed rule change shall be posted on bulletin boards and made available to appointing authorities, employees, and the general public for comments and suggestions. A short summary of the proposed rule changes shall be posted with the proposed rule change. 4) A public hearing on the proposed rule change shall be held by the Board."

**PLEASE POST ON ALL BULLETIN BOARDS AS SOON
AS POSSIBLE**

Public Hearing Notice - No. 409

A Career Service Board Public Hearing has been scheduled regarding **proposed revisions to the Appendix to Career Service Rule 6 EMPLOYEE TRAINING AND ORGANIZATIONAL DEVELOPMENT.**

The scheduled time for the public hearing is **THURSDAY, JANUARY 21, 2010, at 9:15 A.M.**, in the **CSA Board Room, 4.F.6.**, Webb Municipal Building, 201 West Colfax Avenue.

If anyone wishes to be heard by the Board on this item, please contact Leon Duran at 720-913-5168 no later than 12:00 Noon on **TUESDAY, JANUARY 19, 2010.**

If anyone wishes to submit written comments, please submit them

**IN PERSON NO LATER THAN 12:00 NOON ON
TUESDAY, JANUARY 19, 2010., TO:**

Pete Garritt
HR Supervisor
Career Service Authority
201 West Colfax, 4th Floor
Denver, Colorado 80202

**BY MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON
TUESDAY, JANUARY 19, 2010., ADDRESSED TO:**

Pete Garritt
HR Supervisor
Career Service Authority
201 West Colfax, Department 412
Denver, Colorado 80202

**BY FAX, TO BE RECEIVED NO LATER THAN 12:00 NOON ON
TUESDAY, JANUARY 19, 2010. TO: (720-913-5720)**

**OR BY E-MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON
TUESDAY, JANUARY 19, 2010. TO: Peter.Garritt@denvergov.org**

PLEASE POST ON ALL BULLETIN BOARDS

AS SOON AS POSSIBLE

RULE PROPOSAL 405B

TO: Appointing Authorities, Managers, and Employees

FROM: Jeff Dolan, CSA Director

DATE: January 8, 2010

SUBJECT: Proposed revisions to the Appendix to Career Service Rule 6 EMPLOYEE TRAINING AND ORGANIZATIONAL DEVELOPMENT

THIS PROPOSED REVISION TO THE CAREER SERVICE RULES IS BEING POSTED FOR PUBLIC COMMENT AND HEARING TO BE HELD ON

THURSDAY, JANUARY 21, 2010, at 9:15 A.M.

Career Service Rule 6-20 B requires that employees appointed to supervisor positions complete supervisory training prior to the completion of their probationary period. Appendix A to this rule contains a list of supervisory classes. This rule change proposal deletes abolished supervisor classifications and adds new supervisor classifications to this list. It also adds language to the appendix making it clear that the list is provided for information purposes and is not part of the rules.

If you would like to schedule a meeting with a member of Career Service Authority to discuss this proposal prior to the Public Hearing, please contact Pete Garritt at 720-913-5671.

**APPENDIX 6.A.
LIST OF CLASSIFICATIONS FOR WHICH SUPERVISORY TRAINING IS REQUIRED**

CLASSIFICATION TITLE	JOB CODE
3-1-1 Customer Service Operations Supervisor	CS2154 6
Accounting Supervisor	CV1796
Administrative Operations Supervisor	CA0646
Agency Controller	CV1802
Americans with Disabilities Act Compliance Officer	CA0637
<u>Agency Training Supervisor</u>	<u>CA2243</u>
Anesthesia Technical Services Supervisor	CH1612
<u>Animal Care Supervisor</u>	<u>CS2321</u>
Animal Control Investigation er Supervisor	CN1808
Arborist	CN1812
Assessment Technical Services Supervisor	CV1814
Assistant City Attorney Section Supervisor	CL0359
Assistant City Attorney Unit Leader	CL1595
Assistant Director of Excise and Licenses	CA0684
Assistant Director of Pharmacy	CO0560
Assistant Golf Professional	CG1819
Audit Supervisor	CV1832
Automotive Body Repair Supervisor	CT0072
Automotive Parts Room Supervisor	CS1834
Automotive Service Center Supervisor	CT0074
Aviation Noise Abatement Officer	CN1836
<u>Aviation Customer Service Supervisor</u>	<u>CS2380</u>
<u>Aviation Noise Abatement Supervisor</u>	<u>CE2233</u>
Aviation Operations Manager	CA0707
Aviation Operations Representative Supervisor	CS1560
Aviation Painting Supervisor	CT0080
Aviation Parking Reconciliation Analyst	CV1838
Aviation Planning Administrator	CE0376
<u>Branch Manager</u>	<u>CA0910</u>
Budget and Management Supervisor	CV1845
Budget and Revenue Administrator	CV1846
Business Analyst Supervisor	CA1605
Buyer Supervisor	CA0722
Case Management Supervisor	CA0853
Central Services Support Supervisor	CG1078
<u>Case Management Supervisor I</u>	<u>CH2205</u>
Central Supply Supervisor	CS0472
Chemist Supervisor	CE0378

CLASSIFICATION TITLE	JOB CODE
Chief Inspector	CN1855
Chief Trades Inspector	CT1743
<u>Chief Medical Examiner and Coroner</u>	<u>CD0229</u>
City Surveyor	CE0384
Clinical Social Work Team Leader	CO0565
Computer Operations Supervisor	CI0318
Concession and Asset Supervisor	CA0744
Construction and Maintenance Supervisor	CT0105
Construction Survey Engineer	CE0385
Contract Administration Supervisor	CA0750
Contract Compliance Supervisor	CA0753
County Court Marshal Supervisor	CN1867
Court Staff Supervisor	CA0764
Crew Supervisor	CJ1869
Critical Care Respiratory Supervisor	CH1646
Custodial Supervisor	CJ1874
Data Network Administrator	CI0326
Dental Assistant Supervisor	CH1621
Department of Safety Personnel Supervisor	CA0780
Deputy Public Trustee	CA0783
Deputy Sheriff Sergeant	CU1059
Development and Planning Supervisor	CE1566
Diagnostic Imaging Supervisor	CH0519
Director of Aviation Operations	CA0795
Director of Employee Assistance	CA0806
Director of Financial Management	CV1884
Director of Internal Audit	CV1885
Education Program Supervisor	CA0844
<u>Diversion Officer Supervisor</u>	<u>CH0519</u>
<u>Economic Development Supervisor</u>	<u>CA2174</u>
Electrical Supervisor	CT0112
Electrocardiograph Technician Supervisor	CH0524
Electronic Monitoring Prob Officer Superv	CN1899
Electronics Technician Supervisor	CT0114
Emergency Management Coordinator	CA0849
Emergency Service Supervisor	CH1901
Employee Development and Education Supervisor	CA0854
Engineer/Architect Supervisor	CE0403
Environmental Programs Supervisor	CA1697
<u>Environmental Public Health Program Sup.</u>	<u>CE2270</u>

CLASSIFICATION TITLE	JOB CODE
Environmental Scientist Supervisor	CE0406
Executive Assistant to Mayor	CA0860
Facility and Grounds Maintenance Crew Sup.	CJ1912
Facility Management Technician Supervisor	CE0408
Financial Operations Administrator	CV1924
Fire Protection Supervisor	CE0410
Fleet Maintenance Engineer	CE0411
Food Production Supervisor	CS0468
Food Service Custodial Supervisor	CS1733
Forensic Autopsy Technician Supervisor	CH1655
<u>Forensic Scientist Supervisor</u>	<u>CE2195</u>
GIS Photogrammetry Administrator	CI0344
Golf Course Operator	CG1927
<u>Forensic Scientist Supervisor</u>	<u>CE2195</u>
<u>Graphics Supervisor</u>	<u>CG2044</u>
Health Information Supervisor	CH1624
Heating Ventilating, and Air Conditioning Sup.	CT0140
Heavy Equipment Mechanic Line Supervisor	CT0131
Historic Parks and Museum Administrator	CG1932
Human Resources Administrator	CA0650
Human Resources Supervisor	CA0926
<u>Human Resources Technician Supervisor</u>	<u>CA2219</u>
Human Service Supervisor	CH1936
Information Technology Supervisor	CI1563
<u>Imaging Operations Supervisor</u>	<u>CH0528</u>
<u>Information Security Manager (By Position)</u>	<u>CI1870</u>
<u>Information Technology Project Manager (By Position)</u>	<u>CI1677</u>
Information Technology Technician Supervisor	CI1661
Inpatient Transportation Supervisor	CJ1939
Institution Food Steward Supervisor	CS0479
<u>Internal Audit Supervisor</u>	<u>CV2241</u>
Internet Site Administrator	CI0349
Interpreter Coordinator	CS1694
Investigator Supervisor	CN1940
Landscape Architect Supervisor	CE0417
Landside Operations Supervisor	CN1944
Laundry Supervisor	CS0482
Legal Administrator	CA0895
Maintenance Control Supervisor	CS1724
Mammography Technologist Supervisor	CH0533

CLASSIFICATION TITLE	JOB CODE
Marketing, Pub/ Employee Relations Coord	CA0900
<u>Management Analyst Supervisor</u>	<u>CA2255</u>
Marketing/Public Relations Administrator	CA1977
Mechanic Line Supervisor	CT0149
Medical Interpreter Supervisor	CS1693
<u>Medical Technologist Section Supervisor</u>	<u>CO0583</u>
Medical Technologist Unit Supervisor	CS0585
Mental Health Counselor Training Administrator	CO1630
Motor Vehicle Assistant Branch Manager	CC0277
Mountain Parks Operations Supervisor	CJ1969
<u>Motor Vehicle Supervisor</u>	<u>CC2351</u>
Multiple Trades Supervisor	CT0152
Nuclear Medicine Technologist Supervisor	CH0538
Nursing Clinical Coordinator	CO0593
Nursing Program Manager	CO0595
Occupational Therapist Supervisor	CO0599
Operations and Production Supervisor	CT0153
<u>Operational Supervisor I</u>	<u>CA2313</u>
Operations Supervisor	CJ1982
<u>Outreach Case Coordinator Supervisor</u>	<u>CH2377</u>
Operations Support Coordinator	CC0284
Paramedic Dispatch Supervisor	CS0490
<u>Paramedic Field Supervisor</u>	<u>CH2275</u>
Paramedic Fleet Supervisor	CH2144
Paramedic Operations Supervisor	CH0544
Parking Operations Crew Supervisor	CJ1987
Parking/Speeding Enforcement Supervisor	CN1984
<u>Payroll Supervisor</u>	<u>CV2363</u>
Permit Supervisor	CE1597
Physical Therapist Supervisor	CO0603
<u>Plans Review Supervisor</u>	<u>CE2229</u>
Plumbing Supervisor	CT0166
Police Research and Development Supervisor	CA0930
Pool Supervisor	CG2114
Prevailing Wage Enforcement Administrator	CA0934
Print Shop Supervisor	CG1086
Probation Officer Supervisor	CN1997
Program Evaluator	CA0940
<u>Probation Officer Supervisor</u>	<u>CN1997</u>
Program Manager	CA1714
<u>Project Manager I</u>	<u>CE2291</u>
<u>Project Manager II</u>	<u>CE2294</u>

CLASSIFICATION TITLE	JOB CODE
Psychologist Team Leader <u>Supervisor</u>	CO0608
Public Health Contract Administrator	CA0945
Public Health Veterinarian	CD1072
Public Works Purchasing Administrator	CA0950
Quality Improvement Coordinator	CO0609
<u>Ramp Tower Supervisor</u>	<u>CA2184</u>
Real Property Appraiser Supervisor	CV2008
Recreation Supervisor	CG2013
Research Supervisor	CA0969
Risk Administrator	CA0974
<u>Safety and Industrial Hygiene Supervisor</u>	<u>CA2215</u>
Security Supervisor	CN2018
Senior Econ Dev Spec Bus Development	CV2030
Senior Economic Dev Spec Small Business	CV2029
Senior Regulatory Reform Analyst	CA0996
Senior Television Services <u>and Video</u> Producer	CG2039
Senior Transcriptionist	CC0304
Senior Physician	CD1073
Senior Technical Physician	CD1074
Senior Water Conservation Analyst	CA1000
Signage Supervisor	CG2044
Social Case Worker Supervisor	CO0625
Stapleton Redevelopment Programs Mgr	CA1008
Stockroom Supervisor	CS2062
Supervisor of Administrative Support I	CC1508
Support Services Administrator	CA1432
<u>Tax Audit Supervisor</u>	<u>CV2237</u>
Tax Revenue Agent Supervisor	CV2132
Technical Support Supervisor	CA1433
Telecommunications Administrator	CI1017
<u>Television and Video Director/Editor</u> <u>(By Position)</u>	<u>CG2069</u>
Television Unit Supervisor	CJ2073
Tenant Facility Project Supervisor	CE0439
<u>Therapist Supervisor</u>	<u>CO2190</u>
Theaters and Arenas Business Manager	CG2075
Traffic Signal Technician Supervisor	CT0213
Turf Equipment Mechanic Supervisor	CT0218
Ultrasound Technologist Supervisor	CH0556
Underground Utility Investigator Supervisor	CN2082
Utilities Administrator	CA1030
Wastewater Quality Control Supervisor	CE1712

CLASSIFICATION TITLE

JOB CODE

Workers Compensation Modified Duty Coordinator

CA1045

Workers Compensation Claims Supervisor

CA1048

Youth Counselor Supervisor

CO2281

Zoo Area Supervisor

CA2102

Zoo Commissary Administrator

CS1704

This Appendix is provided for informational purposes and is not considered a part of the Rules.