

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. 428

A Career Service Board Public Hearing has been scheduled regarding a proposed revision to Career Service Rule 5-20 Medical Examinations Following a Conditional Offer of Employment.

The scheduled time for the public hearing is **THURSDAY, JUNE 16, 2011, at 9:00 A.M.**, in the **CSA Board Room, 4.G.2.**, 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 **MONDAY, JUNE 13, 2011**.

If anyone wishes to submit written comments, please submit them

**IN PERSON NO LATER THAN 12:00 NOON ON  
MONDAY, JUNE 13, 2011, TO:**

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

**BY MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON  
MONDAY, JUNE 13, 2011, 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  
MONDAY, JUNE 13, 2011 TO: (720-913-5720)**

**OR BY E-MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON  
JUNE 13, 2011, TO: [Peter.Garritt@denvergov.org](mailto:Peter.Garritt@denvergov.org)**

**PLEASE POST ON ALL BULLETIN BOARDS**

**AS SOON AS POSSIBLE**

**RULE PROPOSAL 413B**

**TO: Appointing Authorities, Managers, and Employees**

**FROM: Christopher M.A. Lujan, Interim CSA Director**

**DATE: June 3, 2011**

**SUBJECT: Proposed revision of Career Service Rule 5-20 Medical Examinations  
Following a Conditional Offer of Employment**

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

**THURSDAY, JUNE 16, 2011, at 9:00 A.M.**

**A review of Career Service Rule 5-20 has revealed numerous provisions in this rule need  
to be updated. Here are some examples:**

- **CSA currently lists medical groups by letter, not the numbers assigned in the rule;**
- **The Career Service Board is no longer involved in approving the allocation of  
classifications to a medical group or the medical standards for each medical  
group; and**
- **Some language in the rule needs to be updated to reflect the current ADA laws.**

**Other changes include:**

- **Re-organization of the rule for better flow;**
- **Adding a section making it clear that the Personnel Director can delegate authority given under Rule 5 to a subordinate.**
- **Under this proposal, medical standards for medical groups can be proposed by 'designated providers.' Currently, only Denver Health can propose medical standards. The term 'designated provider' is defined in the City ordinances and in the state's Workers' Compensation laws. Under these laws the City is required to designate at least two health care providers as approved to treat employees with occupational injuries or diseases. Currently the City's designated providers are Denver Health and Concentra.**
- **Approval of these medical standards is to be by the Career Service Personnel Director (or designee), rather than the Board.**
- **Under the proposal, post-offer conditional medical examinations can be administered by a designated provider. This is a change to the current rule which requires that these examinations be performed by Denver Health.**
- **Applicants for positions in the 'Sedentary' category can be required to take a medical examination if their particular position has duties that require a high degree of physical fitness and health.**
- **The proposed changes would make it clear that passing the medical examination is a condition precedent to employment for jobs where a conditional offer of employment is required.**

**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.**

**Section 5-15 Delegation of Authority by Personnel Director**

**The Career Service Personnel Director (“Personnel Director”) may delegate any authority given under this rule to a subordinate employee.**

**Section 5-20 Medical Examinations Following a Conditional Offer of Employment**

**5-21 Medical Groups**

~~A.~~ All class ~~ifications~~ **ifications** in the Career Service shall be allocated to a medical group by the ~~Career Service Personnel Director (“Personnel Director”) with approval of the Career Service Board (“Board”).~~ The medical groups are as follows:

- ~~A~~ **1.** ~~Medical Group~~ **Heavy (H)** ~~1:~~ Positions which demand a very high degree of physical fitness and health.
- ~~B~~ **2.** ~~Medical Group~~ **Medium (M)** ~~2:~~ Positions which demand considerable labor and exertion or in which safety considerations mandate a high degree of physical fitness and health.
- ~~C~~ **3.** ~~Medical Group~~ **Sedentary (S)** ~~3:~~ Positions which require little physical labor or exertion and an average degree of health.

**5-22** ~~21~~ **Adoption of Medical Standards**

~~Approval of~~ medical standards for each medical group shall be ~~proposed by Denver Health Medical Center. Proposed standards adopted by the~~ **responsibility of the Personnel Director** ~~Board.~~ **Medical standards** shall be used as a guide in determining **an applicant’s ability to perform the essential functions of a position either with or without reasonable accommodations** ~~medical fitness.~~ The Personnel Director may waive these standards at the request of an appointing authority when the Personnel Director determines that it is in the best interest of the City and when ~~such~~ **hiring an applicant** ~~employment~~ **who has not taken the required examination** will not constitute a **direct threat to the applicant’s or co-workers’ or the public’s health or safety** ~~hazard to the prospective employee’s health or create a liability to the City.~~

## 5-23 Medical Examinations

### Section 5-20 Medical examinations following a conditional offer of employment

- A**. Applicants who are offered positions which are **in a** classification as **in** group 4 or 2 **H or M are** will be required to submit to a medical examination after receiving a **n** conditional offer of employment **conditioned on passing the medical examination**. The examination shall be administered by the occupational health and safety clinic at Denver Health Medical Center **or by another designated provider (as defined in Chapter 18, Article VII of the Denver Revised Municipal Code – Treatment of Occupational Injury or Disease) if selected by the appointing authority**. The examination shall be completed after a **the** conditional offer of employment has been given to the applicant and before the first day of work.
- B**. Applicants who are offered positions which are **in a** classification as **in** group 3 **will are** not be required to submit to a post-employment offer medical examination **unless the position has other assigned duties that demand a high degree of physical fitness and health (such as operating snow removal equipment). The determination of whether a conditional offer of employment and a post-employment offer medical examination is required shall be made by the appointing authority and the department or agency's safety officer.**
- C**. **Applicants who fail to pass a required medical examination shall not be considered to have met the condition attached to the offer of employment and the offer of employment shall be rescinded.**