

Career Service Rule Section 14-42 B.3 provides that a request for consolidation or de-consolidation of appropriation accounts or appropriation sub-accounts may be initiated by appointing authorities, employees, or the OHR Executive Director and shall be determined by the Board only after interested parties have been given an opportunity to be heard. In addition to the normal notice required for public hearings under Career Service Rule 2-32 A, notice of this public hearing shall be posted so that employees affected by the consolidation or de-consolidation shall be given reasonable notice of the time, date, place and subject of the hearing (Career Service Rule 2-32 B.1).

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

Public Hearing Notice – No. 474

A Career Service Board Public Hearing has been scheduled regarding the **proposed de-consolidation of the Office of the Clerk and Recorder's lay-off unit.**

The scheduled time for the public hearing is **THURSDAY, September 5, 2013 at 5:00 p.m.**, in **Room, 4.G.2.**, Webb Municipal Building, 201 West Colfax Avenue.

If anyone wishes to submit written comments or talk to OHR staff regarding this notice, please contact:

Pete Garritt
HR Supervisor
Office of Human Resources
201 West Colfax, 4th Floor
Department 412
Denver, Colorado 80202

(720) 913-5671

Peter.Garritt@denvergov.org

Comments regarding this notice should be submitted no later than noon on **Friday, August 30, 2013.**

If anyone wishes to address the Board regarding this notice please contact Fran Trujillo at (720) 913-5168 or at Frances.Trujillo@denvergov.org no later than noon on **Tuesday, September 3, 2013** to get on the agenda.



Debra Johnson
Clerk and Recorder
Public Trustee

August 23, 2013

Dear Career Service Board Members,

Section 14-42 B.2 of the Career Service Rules permits the Career Service Board to break a lay-off unit into sub-accounts or combinations of sub-accounts, based on the business functions demonstrated by the department or agency. I am requesting that the Board divide the Office of the Clerk and Recorder into two (2) lay-off units; the Clerk and Recorder Division, and the Elections Division. I have attached an organizational chart to this request. The new lay-off units will align with the organizational divisions on the organizational chart. The employees in each of these divisions perform different functions and are required to possess different skills than employees in the other division.

The **Clerk and Recorder Division** provides comprehensive information management services pursuant to Colorado law and the Charter of the City and County of Denver, including the issuance of marriage and civil union licenses. The County Clerk (Recording Section) and Public Trustee collects, preserves and disseminates records that reflect and verify ownership, transfer, encumbrance and foreclosure rights of all real property in the City and County of Denver. The City Clerk and Records Management Department formally executes and preserves all contractual agreements with the City and publishes and preserves all policies, ordinances and appointments in the City and County of Denver.

The **Elections Division** of the Office of the Clerk and Recorder provides comprehensive election services for the City and County of Denver including maintenance of voter records, and conducting election operations, voter relations, election administration, and communications.

I have listed below how I propose that current department IDs in the Office of the Clerk and Recorder be distributed between the two new lay-off units:

CLERK AND RECORDER

| | |
|---------|--------------------------------|
| 0130000 | OCR Clerk and Recorder |
| 0130100 | OCRCR Administration |
| 0130200 | OCRCR Recording |
| 0130300 | OCRCR Ofc of the Public Trstee |
| 0130400 | OCRCR Office of the City Clerk |
| 0130500 | OCRCR Records Management |
| 0130600 | OCRCR Communications |

ELECTIONS

| | |
|---------|--------------------------------|
| 0701000 | OCR Election Division (OCRED |
| 0701100 | OCRED Administration |
| 0701110 | OCRED Elected Cmmssners-Onclls |
| 0701120 | OCRED Communications |
| 0701200 | OCRED Voter Records |
| 0701300 | OCRED Operations |
| 0701400 | OCRED Voter Relations |
| 0710000 | Office of the Clerk & Recorder |
| 0711000 | OCR Administration |
| 0711100 | OCRA Administration |
| 0711200 | OCRA Technology Support |
| 0711300 | OCRA Communications-Marketing |



OFFICE OF THE CLERK AND RECORDER Organization Chart

