

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules. When the Board or the OHR Executive Director determines 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 the same bulletin boards as the local, state, and federal-mandated posters, as well as the Career Service Board's internet page, and made available to appointing authorities, employees, and the general public for comments and suggestions. A short summary of the proposed rule change and the reason(s) for the proposed change 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. 548

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 7-34 Audits.

The scheduled time for the public hearing is **THURSDAY, AUGUST 17, 2017, at 9:00 A.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:

Heather Smith  
Office of Human Resources  
201 West Colfax, 4<sup>th</sup> Floor  
Department 412  
Denver, Colorado 80202  
[heather.smith@denvergov.org](mailto:heather.smith@denvergov.org)

Comments regarding this notice should be submitted no later than **noon on MONDAY, AUGUST 14, 2017**.

If anyone wishes to address the Board regarding this notice please contact Alisha Gronniger at (720) 913-5650 or at [Alisha.Gronniger@denvergov.org](mailto:Alisha.Gronniger@denvergov.org) no later than **noon on MONDAY, AUGUST 14, 2017** to get on the agenda. **You are encouraged to submit written comments regarding the subject matter of your testimony at this time so that the Board has time to adequately consider your input.**

Notice of Public Hearing scheduled for August 17, 2017

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**AS SOON AS POSSIBLE**

**RULE PROPOSAL 457B**

**TO:** Appointing Authorities, Managers, and Employees  
**FROM:** Karen Niparko, OHR Executive Director  
**DATE:** August 4, 2017  
**SUBJECT:** Proposed revision of Career Service Rule 7-34 Audits

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

**THURSDAY, August 17, 2017, at 9:00 A.M.**  
**Webb Municipal Building Room 4.G.2**

Please refer to the following table for additional information on the former rule description, the revised rule description and the intended impact of the revisions to Rule 7-34:

<b>Rule 7-34 Audits</b>			
<b>CURRENT RULE</b>	<b>REVISED RULE</b>	<b>NEW RULE NUMBER</b>	<b>REVISION INTENTION &amp; IMPACT</b>
	Re-orders subsections of Section 7-34 for greater clarity.	Section 7-34	A supervisor assessment was implemented in November 2015 to strengthen the selection process and, as a result, the process to reallocate an individual contributor to a supervisory role changed.  In order to clarify and reduce confusion about the reallocation process when moving an employee into a supervisory position, the rule has been re-ordered.

**ATTACHED BELOW YOU WILL FIND A STRIKETHROUGH VERSION OF THE PROPOSED REVISIONS TO RULE 7-34 Audits.**

Notice of Public Hearing scheduled for August 17, 2017

**DELETIONS ARE INDICATED BY strike through AND ADDITIONS ARE INDICATED BY bold, italics, and underline.**

7-34 Audits

- A. An appointing authority may submit a request for, or the OHR may initiate, an audit of a filled position to determine if it is correctly classified, when there has been:
1. A significant change in the type or level of duties and responsibilities;
  2. A re-organization affecting a number of employees, which may involve significant additions of new equipment, or substantial changes in methods or procedures; or
  3. A maintenance study resulting in changed classification specifications.
- B. Appointing authorities are encouraged to submit audit requests to the OHR as soon as possible after the duties of a position have been permanently changed. Requests must be made using the OHR Request for Classification Consideration form.
- C. When an appointing authority requests re-allocation of a position to a supervisory or managerial classification from a classification that is not a supervisory or managerial classification:
- ~~1. The appointing authority shall provide a list of the position numbers, classification titles, and names of subordinate staff; and~~
  1. The audit request will not be accepted by the OHR until the incumbent has passed the applicable first-line supervisor test. **assessment and completed all required supervisor training courses; and**
  2. **The request shall include a list of the position numbers, classification titles, and names of subordinate staff.**
- D. Audit requests will not be granted in the following situations:
1. For limited positions that are not budgeted or not anticipated to be budgeted past the fiscal year in which the audit was requested;
  2. For on-call positions, unless re-allocation responsibility has been delegated to the appointing authority under the Progressive Classification Series Program;
  3. When there is a vacant position in the incumbent's work unit which is in the classification to which the audit request seeks to re-allocate the incumbent's position;

4. For any positions currently included in a maintenance study;
  5. As an alternative to promotion; or
  6. As a substitute for disciplinary procedure.
- E. An employee may petition an appointing authority to reconsider a decision not to request an audit of the employee's position and may send a copy of the petition to the OHR Executive Director. The OHR may choose to initiate an audit or maintenance study if warranted under this Rule 7.
- F. Progressive Classification Series Program:
1. A progressive classification series consists of classifications where the levels of the duties are different, but the types of duties and nature of the work are the same.
  2. Under the progressive classification series program, re-allocation responsibility is delegated by the OHR to an appointing authority.
  3. Appointing authorities may re-allocate employees within the progressive classification series once they meet criteria established by the appointing authority and agreed to in advance by the OHR. These criteria shall be reflected in the Progressive Classification Series Re-allocation Form developed by appointing authorities and the OHR for each classification in a progressive classification series. This form will be used to process re-allocations under this program.
  4. The OHR retains the responsibility of reviewing completed Progressive Classification Series Re-allocation Forms prior to processing a re-allocation to ensure compliance with the pre-established criteria.