

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules ("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. 571

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, APRIL 5, 2018, at 4:30 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:

*Lauren Locklear*  
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(720) 913-5618

Comments regarding this notice should be submitted no later than **12:00 p.m. on MONDAY, APRIL 2, 2018.**

If anyone wishes to address the Board regarding this notice please contact George Branchaud at (720) 913-5650 or at [george.branchaud@denvergov.org](mailto:george.branchaud@denvergov.org) no later than **12:00 p.m. on MONDAY, APRIL 2, 2018** 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 April 5, 2018

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AS SOON AS POSSIBLE**

**RULE PROPOSAL 466B**

**TO:** Appointing Authorities, Managers, and Employees  
**FROM:** Karen Niparko, OHR Executive Director  
**DATE:** March 19, 2018  
**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, APRIL 5, 2018, at 4:30 P.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 <u>Audits</u></b>			
<b>CURRENT RULE</b>	<b>REVISED RULE</b>	<b>NEW RULE NUMBER</b>	<b>REVISION INTENTION &amp; IMPACT</b>
Audit requests are prohibited for positions currently undergoing a classification maintenance study	Audit requests are prohibited for positions currently undergoing a classification maintenance study unless the OHR Executive Director approves a specific exception	7-34 D	To allow the OHR Executive Director to grant audit requests for positions involved in a classification maintenance study if the specific circumstances warrant an exception
OHR delegates re-allocation responsibility under the progressive classification series program to appointing authorities.	Provides additional guidelines to appointing authorities regarding re-allocation of employees under the progressive classification series program in order to ensure employees are appropriately re-allocated.	7-34 F	To bring the progressive classification series program back in line with its original intent, which is to have a program of progression for employees in certain non-exempt, entry-level positions.

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

Notice of Public Hearing scheduled for April 5, 2018

**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
  - 2. The audit request will not be accepted by the OHR until the incumbent has passed the applicable first-line supervisor test.
- 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 **classification** maintenance study, **however an exception may be granted upon OHR Executive Director approval based on the circumstances surrounding the audit request;**

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. **A progressive classification series typically consists of and is intended for non-exempt entry and development levels. It is used to re-allocate an employee in the progressive series who is fully performing at the higher level and has met the requirements to progress to the next level in the progressive series. Not only must the re-allocation factors and specific criteria for classification re-allocation be met, but the higher-level duties must also be assigned.**
  2. Under the progressive classification series program, re-allocation responsibility is delegated by the OHR to an appointing authority. **The OHR works with departments and agencies to develop appropriate re-allocation factors and specific criteria (e.g., minimum time in position requirements) which appointing authorities and/or supervisors use to make classification re-allocation recommendations.**
  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. **Although an employee may meet the re-allocation factors and specific criteria reflected in the Progressive Classification Series Re-Allocation Form, appointing authorities reserve management discretion to delay re-allocation within a progressive classification series until an employee's performance is deemed to be at least satisfactory and no coaching conversations or progressive discipline are in progress.**
  - 54.** 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.