

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. 573

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 2 **CAREER SERVICE BOARD** and Career Service Rule 7 **CLASSIFICATION AND COMPENSATION**.

The scheduled time for the public hearing is **THURSDAY, April 19, 2018, 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:

Lauren Locklear
Office of Human Resources
201 West Colfax, 4th Floor
Department 412
Denver, Colorado 80202
Lauren.Locklear@denvergov.org
(720) 913-5618

Comments regarding this notice should be submitted no later than **noon on MONDAY, April 16, 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 no later than **noon on MONDAY, April 16, 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 19, 2018

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

RULE PROPOSAL 468B

TO: Appointing Authorities, Managers, and Employees
FROM: Karen Niparko, OHR Executive Director
DATE: April 2, 2018
**SUBJECT: Proposed revisions of Career Service Rule 2 CAREER SERVICE BOARD
and Rule 7 – CLASSIFICATION AND COMPENSATION**

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

**THURSDAY, APRIL 19, 2018, 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 2 and related rules:

Rule 2 CAREER SERVICE BOARD and Rule 7 CLASSIFICATION AND COMPENSATION			
CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
The Career Service Board (“Board”) holds public hearings for five reasons including all proposed changes to the classification (“class”) and pay plan, changes to employee benefits, adoption or repeal of a fund consolidation or deconsolidation, determination of prevailing wages, and rule changes.	The Board holds public hearings for the same reasons, <u>except</u> with respect to class and pay plan hearings the Board will only hold hearings relating to specific changes in class and pay depending on the basis for the change and the impact of the change	2-31	The revised rule reflects a new process whereby the Board no longer approves all changes to class titles or pay grades due to routine maintenance and administration. The Board will still hold hearings and approve non-routine items (citywide impact), the pay survey market analysis, large class studies, and minimum wage changes. This will streamline the process for class and pay plan changes.
Defines provisional class as a proposed change to the class and pay plan that was	Defines provisional class as a proposed change to the class and pay plan that was approved by the OHR	7-10	Allows the OHR Executive Director, in addition to the Board, to approve a provisional class

Notice of Public Hearing scheduled for April 19, 2018

Rule 2 CAREER SERVICE BOARD and Rule 7 CLASSIFICATION AND COMPENSATION			
CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
approved by the Board	Executive Director or the Board		
OHR Executive Director recommends changes to the class and pay plan to the Board for public hearing; any changes to the class and pay plan also require submission to City Council	OHR Executive Director recommends changes to the class and pay plan that require a public hearing pursuant to Rule 2-31 to the Board; if a proposed change to the class and pay plan doesn't require a public hearing the OHR Executive Director can approve on an interim basis after a 13-day notice period. All OHR Executive Director-approved changes will be presented to City Council for ratification semi-annually.	7-21	The revised rule reflects a new process whereby the OHR Executive Director can approve routine class and pay plan changes on an interim basis. Notice is still required for all class and pay plan changes to ensure the public is given the opportunity to comment. Semi-annually, City Council will ratify all changes that have been approved by the OHR Executive Director. This new process will lead to greater efficiency in the class & pay rate modification process.
Provisional classifications can be approved by the Board	Provisional classifications can be approved by the OHR Executive Director and the Board	7-37	Updates the Rule to reflect updated approvers for class and pay plan changes.

ATTACHED BELOW YOU WILL FIND A STRIKETHROUGH VERSION OF THE PROPOSED REVISIONS TO RULE 2 CAREER SERVICE BOARD AND RELATED RULES.

Notice of Public Hearing scheduled for April 19, 2018

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

Section 2-30 Public Hearings by the Board

2-31 Types of Public Hearings

- A. Mandatory Public Hearings: The Board shall hold a public hearing on the following:
1. Proposed changes to ~~classification titles and/or attendant pay rates covered by the classification and pay~~ plan, including changes resulting from annual pay survey recommendations, subject to the exceptions for interim adjustments in Rule 7-21 subsection D; ~~resulting from:~~
 - a. ~~Annual pay survey recommendations; or~~
 - b. ~~Normal maintenance and administration of the classification and pay plan and related classifications (Effective May 3, 2006; Rule Revision Memo 8C).~~
 2. Proposed changes to employee benefits prior to the OHR Executive Director making any recommendations to the Mayor and City Council as provided in the Denver Revised Municipal Code;
 3. Adoption, amendment or repeal of a fund consolidation or de-consolidation for lay-off purposes;
 4. Determination of prevailing wages, in accordance with the Denver Revised Municipal Code;
 5. Adoption, amendment or repeal of a rule, except for changes that are administrative.
- B. Discretionary Public hearings: The Board may hold a public hearing, at its discretion, on any matter within the jurisdiction of the Board.
-

Section 7-10 Definitions

P. Provisional classification:

When an interim adjustment ~~A proposed change to the classification and pay plan that results in a new classification, or changed pay~~ grade, title, rate or overtime eligibility for an existing classification, ~~that~~ and the change has been approved by the OHR Executive Director ~~Career Service Board ("Board") but not~~ or by the Career Service Board ("Board") but not yet by City Council, that classification shall be known as a provisional classification. Provisional classifications may be utilized without City Council approval for up to six months after the

Notice of Public Hearing scheduled for April 19, 2018

effective date of the OHR Executive Director's or Board's approval or until the City Council ratifies or disapproves the proposed change.

Section 7-20 Classification and Pay Plan

The OHR is responsible for developing, maintaining, and administering classifications and attendant pay plans for all positions covered by the classification and pay plan.

7-21 Changes to the Classification and Pay Plan

- A. For changes to the classification and pay plan that require a public hearing pursuant to Rule 2-31 A, the OHR Executive Director shall make a recommendation ~~changes to the classification and pay plan~~ to the Board.
- B. Recommended changes to the classification and pay plan proposed by the OHR Executive Director to the Board as required in Rule 2-31 A shall be approved, modified or rejected by the Board after a public hearing as provided in Rule 2 ~~OFFICE OF HUMAN RESOURCES~~ CAREER SERVICE BOARD.
- C. Any changes to the classification and pay plan that are approved by the Board following a public hearing pursuant to Rule 2-31 A shall require submission to the City Council for approval following the public hearing.
- D. The OHR Executive Director is authorized to make the following interim adjustments to the classification and play plan, subject to the exceptions provided in subparagraph 6:
1. Abolishment of any existing classification;
 2. Creation of any new classification or classifications;
 3. Classification title changes;
 4. Classification overtime eligibility changes; or
 5. Classification pay grade increases.
 6. Interim adjustments shall not be authorized with regard to proposed changes to the classification and pay plan that involve:
 - a. Twenty-five (25) or more employees;
 - b. The creation of five (5) or more classifications at one time;
 - c. Employees in three (3) or more city departments or agencies; or
 - d. A projected annual cost of fifty thousand dollars (\$50,000.00) or

Notice of Public Hearing scheduled for April 19, 2018

more to the city in the first full year of implementation;

E. Notice of the proposed interim changes to the classification and pay plan under this subparagraph D shall be given at least thirteen (13) calendar days prior to approval by the OHR Executive Director. Such interim changes shall be submitted to the Board for review and to City Council for ratification on a semi-annual basis.

7-37 Effective Dates

- A. If it is determined, ~~as a result of an audit or maintenance study,~~ that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor's veto. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the **OHR Executive Director or** Board, but use for longer than six months is contingent upon City Council approval.
- B. If a position is to be re-allocated as a result of an audit or maintenance study without requiring changes to the classification and pay plan, the effective date shall be the beginning of the first work week following the classification decision by the OHR.
- C. If a position is to be re-allocated under the progressive classification series program, the effective date shall be the beginning of the first work week following the date of the appointing authority's signature on the Progressive Classification Series Re-allocation Form.