

**Career Service Board Meeting #2428**  
**Minutes**  
**Thursday, July 20, 2023, 9:00am**  
**201 W. Colfax Ave, First Floor, Career Service Hearings Office**

**Erin Brown (Co-Chair)**  
**Ashley Kilroy (Co-Chair)**  
**Michelle Devoe**  
**Patricia Barela Rivera**

- I. Opening:** *The public meeting was called to order at 9:00am by Board member Erin Brown. Members of the Career Service Board were present, as listed above. In addition, Bob Wolf, Sr. Assistant City Attorney to the Board joined meeting virtually.*
- 1. Approval of the Agenda for the July 20, 2023, Board Meeting.**  
*Board Member Erin Brown made a motion, seconded by Board Member Ashley Kilroy, to approve the agenda for the July 20, 2023, meeting, which was approved unanimously by the Board.*
  - 2. Approval of the Minutes for the June 21, 2023, Board Meeting.**  
*Board member Erin Brown made a motion, seconded by Board Member Ashley Kilroy, to approve the minutes for the June 21, 2023, meeting, which was approved unanimously by the Board.*

**II. Board Comments:** None

**III. Public Comments:** None

**IV. Public Hearing:**

1. Public Notice No. 689 – Proposed Rule Revision CS Rule 9- Pay Administration and CS Rule 13- Pay for Performance  
  
*Kristin Rozansky, OHR Compliance Director and Nicole de Gioia- Keane, Classification & Compensation Director, presented on Public Notice No. 689 to propose amend Career Service Rules 9- Pay Administration and Career Service Rule 10- Pay for Performance. Mrs. Rozansky made an introduction the new rule making process in which both proposed rules were part of:*
  - *Proposed rule revision(s) is raised by OHR, city employee or interested citizen*
  - *Internal OHR session occurs to gather pros and cons to assess potential impact of proposed rule change(s).*
  - *OHR Executive Director and OHR Compliance Director determine if proposed rule change(s) will move forward to be presented to the Board.*
  - *OHR Compliance Director with the assistance of Subject Matter Expert (SME) drafts proposed rule change(s).*
  - *OHR Compliance Director schedule external stakeholder meetings. These meetings are published as part of the Leaders of the City newsletter with a link to the proposed rule change(s). The link will also provide information about who to contact if individuals are interested in attending meeting. In addition, OHR Executive Director and OHR Compliance Director determine if City Attorney's Office needs to be involved for the final draft of the proposed rule change(s).*
  - *The public notice(s) containing the proposed rule change(s) is published. The format of the public notice(s) has been modified to remove the gridline and only provide a redlined version along with its impact.*

Board Co-Chair Erin Brown asked if this was viewed as a process improvement in which Mrs. Rozansky indicated affirmatively as this process ensures engagement from the appropriate parties during the rule making process (i.e., involving Tony Gautier, HR Technology & Innovation Director).

Board Co-Chair Ashley Kilroy asked when a proposed rule recommendation is received, how the proposed rule recommendation is betted to ensure OHR stays within their strategic plan alignment? Mrs. Rozansky answered her intention is to consolidate the process moving forward before presenting them to the Board.

2. *Nicole de Gioia-Keane proceeded to present in detail Public Notice No. 689 – Proposed Rule Revision CS Rule 9- Pay Administration and CS Rule 13- Pay for Performance.*

- CSR 9- 61-Golf Lesson Stipend- proposed rule was recommended by the leadership of Department of Parks & Recreation. The proposed rule change removes Professional Golf Association (PGA & LPGA) membership requirement. There is an increased demand for youth and beginner instruction and a declining number of PGA members in the country. This revision enables qualified employees in Department of Parks and Recreation Golf positions to instruct and receive the stipend pay for providing golf lessons.
- CSR 9-65 –Work Assignment outside of Job Classification (WOC)
  - Revision 1 –Remove requirement to pay WOC pay range minimum
    - Rule’s intent was always to provide 8% or 12%, depending on whether employee is WOC in a job class that is 1-2 or 3+ grades higher than employee’s current job class
    - Rule never intended to provide exponentially large increases (e.g., 25%, 35%) to reach the pay range minimum of the class in which the employee is WOC
    - Also, current rule has proven extremely complicated and burdensome to resolve for the few occasions where this situation occurred
  - Revision 2 –Ensure employees are receiving 8% or 12% or as close as can be, in the event the WOC pay range is adjusted (but can’t exceed max)

Board Co-Chair Ashley Kilroy asked what about a situation where an individual is in this classification, and they’re asked to work out of this classification minimum a range and they’re going to automatically receive the low range pay rate? Mrs. de Gioia-Keane indicated that’s what they are changing in the rule because in some cases (four cases specifically) her team noticed individuals receiving 42% increase on their pay rate. Mrs. de Gioia commented they might not even meet the minimum qualifications for the job that they’re working on the class and it’s interim. The leader had to select them because they were the only person available to kind of “keep the lights on”, while they were recruiting for the higher-level job, so the spirit of the rule and the study Class & Comp completed was to provide 8% or 12%.

- CSR 9-69 –911 Communications Training Officer Stipend
  - Removes a classification referenced which doesn’t exist in the classification and pay plan
  - There is no ‘Airport Communications Center Administrative Manager’

Board Co-Chair Erin Brown asked to explain the correlation between the CS Rule title 911 Communications Training Stipend to the Airport Communications Center Administrative Manager. Mrs. de Gioia explained that CS Rule 9-69.B.2 lists this specific job position as one of the positions in which an employee could receive monthly stipends who are enrolled in the Denver International Airport Communications Center Training Officer (CTO) program. Currently, there is no Airport Communications Center Administrative Manager position, so this proposed rule change is to remove this specific position from the list.

- CSR 13-34 –Effective Date of Merit Increase
  - Workday requires the merit effective date to be a Sunday or Monday
  - Current rule would set 2024 merit effective date as Sunday 1/7/24
  - However, this would require a 3-week Workday Freeze rather than the standard 2-week Workday Freeze just prior to the launch of merit and would also add a full week to the merit process which would delay employees’ receipt of their merit pay by a pay period
  - Payroll and OHR will propose the merit effective date each year
    - This is similar to how OHR updates the merit pool % and merit table each year

Board Co-Chair Erin Brown made a motion, which was seconded by Board Co-Chair Ashley Kilroy, to approve Public Notice No. 689, which was unanimously approved by the Board.

## V. Director's Briefing:

OHR Update- Mrs. Kristin Rozansky on behalf of Kathy Nesbitt, OHR Executive Director

### Agency Overview:

- **Mayoral Transition**
  - Transition Committee support
  - Appointee hiring and prioritization
  - Emergency Declaration response
- **Migrant Crisis**
  - On-going operational support
  - Staffing
  - Policy alignment and optimization
- **Goals & Reviews**
  - Mid-year performance reviews underway
  - On pace to meet 2023 goals

### Agency Mid-Year Status:

Mrs. Rozansky indicated that despite the urgent challenges of managing a migrant crisis and the demands of the first administration transition in twelve years, OHR is meeting and exceeding its goals for 2023.

- **OneHR Goals- Mid-Year Check-in**
  - RSJ training- 97.4% agency-wide
  - Vacancy rate 17% from 2023 goal – 16%
  - Retention 14% (4 largest agencies) from 2023 goal – 15%
  - **Mayoral Transition-Added Responsibilities**
    - Supporting committees, including Employee Voice
    - Position and hiring prioritization
    - Position creation, modification and appointee hiring
    - Creation of jobs pages on Denvergov.org
    - Create internal communications and promotion
    - Post-inauguration employee social with mayor
  - **Mayoral transition – Impact**
    - Emergency Declaration – Tuesday, July 18
    - Emergency Operations Center activation – Monday, July 24
    - 2024 budget – reassess & realign
    - Extended stay, possible hiring of migrants

## VI. Executive Session:

The Board entered its executive session at 9:46 am. Board discussed OHR and personnel matters.

## VII. Adjournment: Adjournment was at 10:15 am.