

Career Service Board Meeting #2431
Minutes
Thursday, October 19, 2023, 9:00am
201 W. Colfax Ave, First Floor, Career Service Hearings Office

Ashley Kilroy
Patricia Barela Rivera
June Taylor (virtually)

- I. Opening:** The public meeting was called to order at 9:00am by Co-Chair Ashley Kilroy. Members of the Career Service Board were present, as listed above. In addition, Carla Anthony, Deputy Executive Director, Office of Human Resources and Bob Wolf, Sr. Assistant City Attorney to the Board, were also present.
- 1. Approval of the Agenda for the October 19, 2023 Board Meeting.**
Board Member Patricia Barela Rivera made a motion, seconded by Co-Chair Ashley Kilroy, to approve the agenda for the November 16, 2023, meeting, which was approved unanimously by the Board.
 - 2. Approval of the Minutes for the September 21, 2023 Board Meeting.**
Board member Patricia Barela Rivera made a motion, seconded by Board Member June Taylor, to approve the minutes for the September 21, 2023, meeting, which was approved unanimously by the Board.
- II. Board Comments:**
- No Board comments were offered.
- III. Public Comments:**
- No Public comments were offered.
- IV. Public Hearing:**
- OHR Clarification Memo on Career Service Rule 9-35.B – During the Board’s September 21, 2023 meeting there were concerns expressed that classifications presented to the Board resulted in a change in pay range for some classifications, however employees within those classifications did not see automatically see any adjustment in their individual pay. In response to this concern, Nicole de Gioia-Keane, Director of Classification & Compensation, presented and reviewed the contents of her October 13, 2023 memo to the Board outlining the differences between conducting job audits versus pay equity reviews and definitions and key concepts for each. In addition, she explained that this year a third party vendor will be conducting a quadrennial audit of OHR’s annual market analysis on how the City & County of Denver ensures it is providing prevailing pay and benefits, as mandated by the City Charter.
 - Classification Notice No. 1796 – John Hoffman, Senior Classification & Compensation Analyst from OHR Classification & Compensation explained the recommended changes to the

Classification and Pay Plan for the IT Developer series, which included changes to the pay grades, to support Technology Services' reorganization. In addition, he reviewed the recommended abolishment of the IT ERP Developer series, IT ERP Systems Analyst series, and the IT ERP Applications Administrator II job classification. Board member Patricia Barela Rivera made a motion, seconded by Board Member June Taylor, to approve the recommended changes under Classification Notice 1796. The motion was approved unanimously by the Board.

3. Public Notice No. 691 – Career Service Rule 13 – Pay for Performance. John Hoffman, Senior Classification & Compensation Analyst, reviewed the proposed changes to Rule 13-32 to move to update the merit table's performance ratings for the 2024 performance cycle with ratings of Excellent (highest rating level), Thriving, and Development Needed (lowest rating level) so these ratings reflect the rule change to Rule 13-31, approved by the Board in February 2023, establishing these three new ratings. In addition, he went over the recommendation for the merit table to retain its merit increase percentage range of 3.2% to 5.20% for Excellent and Thriving ratings and 0% to 2% for overall Development Needed rating due to the merit pool budget remaining unchanged from last year at an overall budget of 4.0% (contingent upon Council's final approval of the 2024 Budget on November 13, 2023). He also outlined the recommendation to provide lump sum merit payments of 3.20% to 5.20% for overall ratings of Excellent and Thriving and 0% for overall Development Needed rating. Board member Patricia Barela Rivera made a motion, seconded by Board Member June Taylor, to approve the recommended revisions to Rule 13 – Pay for Performance published in Public Notice No. 691. The motion was approved unanimously by the Board.

V. Director's Briefing:

Carla Anthony, Deputy Executive Director, on behalf of Kathy Nesbitt, Executive Director presented the Director's Briefing.

1. OneHR Personnel Updates: Andriette Jordan-Fields has been hired as OHR's EDI Administrator
2. Mayor's Office Staffing Support: OHR's Talent Acquisition team has been providing ongoing support to the new administration in recruitment and hiring of appointees. To date, over 40 of the mayor's appointee positions have been filed.
3. EOC Update & Migrant Shelter Effort: OHR continues to participate in the Emergency Operation Center, providing personnel advice.
4. Webb Building Restack: OHR staff who are currently officed on the first floor of the Webb building will be moving to the Republic Plaza the week of October 23rd, where they will office until early 2025. It is anticipated that OHR staff on the 4th floor will be moving to the Republic Plaza in late May 2024. Sometime in early 2025, it is planned that all of OHR staff, from both the Republic Plaza and the 6th floor of the Webb building will move to the 4th floor of the Webb Building.
5. Rules Update: Kristin Rozansky is currently working on a revision of all of Rule 9.
6. Open Enrollment: employees for the City & County of Denver will be doing open enrollment for benefits for 2024 from October 16, 2023 to November 3, 2023.
7. Workday Rising: Recently members of the OHR staff attended the Workday Rising conference and have returned with ideas for enhancements to the City and County of Denver's Workday system.

VI. Executive Session:

No Executive Session was held.

VII. Adjournment: Adjournment was at 10:01 am.