



**Career Service Board Meeting #2441**

**Minutes**

**Thursday, August 15, 2024, 9:05 a.m.**

201 W. Colfax Ave, First Floor, Career Service Hearings Office

(This meeting has been recorded and the recording is available to the public)

**Board Attendance:** Ashley Kilroy, June Taylor, Michelle DeVoe, Jorge Avendaño-Curiel, and Lynnea Hutton, Bob Wolf, Assistant City Attorney Section Supervisor, Kathy Nesbitt Executive Director of Office of Human Resources.

**Call to Order:** The public meeting was called to order at 9:05 a.m. by Ashley Kilroy. All members of the Career Service Board were present.

**I. Agenda/Minutes**

**A. Approval of the Agenda for the August 15, 2024 - Board Meeting**

Michelle DeVoe moved to approve the August Agenda; June Taylor seconded. The motion was approved by unanimous consent.

**B. Approval of the Minutes for the July 31, 2024 - Board Meeting**

June Taylor moved to approve the July 31, 2024, Minutes; Michelle DeVoe seconded. The motion was approved by unanimous consent.

**II. Board Comments**

None

**III. Public Comments**

None

**IV. Public Hearing**

**A. Classification Notice No. 1824 (Amended): 2024 Annual Market Analysis Part 2: Table Adjustment Recommendations – Blair Mallory, Classification and Compensation Supervisor**

(Note: The PowerPoint presentation for this portion of the Board meeting is located in the official record of the Board packet, which is available to the public)

Ms. Mallory presented the 2024 Annual Market Analysis Pay Adjustment, Part 2. The annual analysis is conducted pursuant to Charter, identifying classifications whose range midpoints are lagging market and adjusts the pay tables annually effective January 1st. There were two parts to the analysis. Part 1 was presented to the Board in June 2024 on pay grade alignment.

The analysis presented at this Board meeting covers the adjustment to the pay tables for both non-exempt and exempt pay tables and would be effective January 1, 2025. The pay table adjustment proposed will adjust pay tables by 2.5%; non-exempt pay tables will include a January 1, 2025 minimum wage for Denver employers of \$18.81/hour; and the exempt pay tables include the 1/1/2025 U.S. DOL's FLSA salary threshold of \$58, 656/year.

The pay table adjustment outcomes were:

**Office of Human Resources**

201 W. Colfax Ave. Dept. 412 | Denver, CO 80202

[www.denvergov.org/humanresources](http://www.denvergov.org/humanresources)

p. 720.913.5751 | f. 720.913.5720

1. Adjustments were made to range minimum and maximums ensuring legal compliance with upcoming regulatory changes including local minimum wage and the FLSA salary threshold.
2. There were impacts on positions in the career service and certain positions not in the career services as required by DRMC assigned NE, EX, CR or Intern pay grades.
3. The analysis recommends changes to pay grades to include classification in a series if appropriate.
4. **Effective date for all changes is January 1, 2025.**

The annualized cost for increasing the 1,205 employees to the recommended adjusted pay range minimums is \$289,035. The Pay Table Adjustments have been socialized over the past three weeks with OHR's Leadership Team, the Budget Management Office, Appointing Authorities and affected employees. Next steps, after Board approval, will involve taking the recommendations through the ordinance process with a targeted effective date of January 1, 2025.

Board Action: Michelle Devoe move to approve the recommended pay adjustments in Classification Notice No. 1824 (Amended). June Taylor seconded. The motion was approved by unanimous consent.

## V. Executive Director's Briefing

### A. Classification and Compensation Overview – Nicole de Gioia-Keane, Director of Classification and Compensation

(Note: The PowerPoint presentation for this portion of the Board meeting may be found in the official Board packet, which is available to the public)

Ms. de Gioia-Keane presented an overview of the Classification and Compensation Team beginning with an overview of its organizational chart and the agencies each of them support. Ms. de Gioia-Keane summarized the Division's responsibilities - ensuring provision of classification and compensation analysis and consultation to all city agency leadership as well as ensuring generally prevailing compensation, like pay for like work, and the implementation of the annual merit program.

The team's three key initiatives this year include:

1. Standardize the minimum qualifications for the management classification.
2. Create new job families to bolster job search capabilities (InProgress)
3. Provide a citywide study for Outreach Case Coordinator and Peer Navigator classifications.

The team's 2024 Goals include meeting legal requirements under Charter and ordinance; completing the 2023 Market Analysis Audit and the 2024 Total Rewards Study (the last one completed was in 2017) and conducting citywide studies to ensure classifications utilized by city agencies are reviewed and any necessary changes are made to minimum qualifications, duties, titles, pay grades and/or levels.

### B. OHR Update – Kathy Nesbitt, Executive Director, Office of Human Resources

(Note: The PowerPoint presentation for this portion of the Board meeting may be found in the official Board packet, which is available to the public)

Ms. Nesbitt focused on four areas during her presentation including City Spirit Update; a new audit by the City Auditors Office; OHR's 2025 Budget after meeting with the Mayor/City Council (FinGov) presentation.

1. City Spirit is the annual employee appreciation event. This year it will be held at the Denver Zoo with the choice of two separate dates. Employees who attend will receive free Zoo entry and a \$20 food voucher.
2. The City Auditor's Office is conducting an "Organizational Culture" of OHR, Mayor's Office, Parks and Rec and Arts and Venues. This is a first of its kind type of audit for Denver. We are seeking to define what is meant by "culture". Prior to this the Auditor's Office met with a number of Executive Directors to discuss operational risk. Many EDs discussed having the appropriate level of resources, appropriate salary levels, etc. Those discussions led to the Auditor's Office stating they wanted to create a tool to measure that overall issue. In addition, the Auditor's Office has attended auditing

conferences where these types of audits are being explored as a new area to audit. The Auditor's Office has also asked OHR, separately from the audit of OHR's organizational audit, about information around employee engagement citywide. The employee engagement survey will be sent out in early December. OHR, when it looks at organizational culture, has a very broad definition of that word which includes performance management, equity, the employee engagement score, etc. Not clear what the Auditor's Office is including in their definition.

3. OHR's 2025 Budget – Kathy attended the OHR budget meeting with the Mayor. Two items listed by OHR as potential cuts were City Spirit, benefit amounts and tuition reimbursement. Those were rejected by the Mayor's Office.
4. City Council's FinGov Committee – Kathy and Carla presented to the City Council FinGov Committee at their request. They wanted to discuss OHR, employee engagement survey and how City Council runs its own HR. They are exploring what areas they want OHR to manage for them.
5. Upcoming events: There is an OHR Leadership Retreat on September 11<sup>th</sup> where we will discuss future goals. Collective Bargaining vote – there is reserve money set aside which will be used to staff a Labor Relations group.

## **VII. Executive Session**

The Board met in Executive Session.

## **VIII. Pending Appeals**

- A. Ament, Debbie v. Denver Human Services - Appeal No. A051-23 – At its July 31, 2024, Board meeting, the Board directed that an Order to Show Cause be issued. Order to Show Cause issued on July 31, 2024.
- B. Candace Hill v. Denver Sheriff - Appeal No. A037-23 – At its July 31, 2024, Board meeting, the Board directed that the Motion to Dismiss be granted. Order granting the motion is pending.
- C. Courtney Brown v. Denver Sheriff - Appeal No. A035-23 – At its July 31, 2024, Board meeting, the Board affirmed the Hearing Officer's Decision of November 6, 2023. Order affirming the decision is pending.

## **IX. Adjournment**

Adjournment of the Public Session of the Career Service Board meeting was at 9:58 a.m. Michelle Devoe moved to adjourn the Career Service Board meeting; June Taylor seconded. The motion was approved by unanimous consent.

The Executive Session of the Career Service Board was called to order at 10:00. Adjournment of the Executive Session of the Career Service Board was at 10:40 a.m. Michelle Devoe moved to adjourn the Executive Session of the Career Service Board; Lynnea Hutton seconded. The motion carried by unanimous consent.