



Career Service Board Meeting #2447

Minutes

Thursday, February 20, 2024, 9:02 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, Michelle DeVoe, June Taylor, Jorge Avendaño-Curiel, and Bob Wolf, Assistant City Attorney Section Supervisor, Kathy Nesbitt, Executive Director of Office of Human Resources.
*Michelle DeVoe joined the meeting at 9:22 a.m.

Call to Order: The public meeting was called to order at 9:02 a.m. by Ashley Kilroy.

I. Agenda/Minutes

A. Approval of the Agenda for the February 20, 2025 - Board Meeting

June Taylor moved to approve the amended January Agenda; Jorge Avendaño-Curiel seconded. The motion was approved by unanimous consent.

B. Approval of the Minutes for the January 16, 2025 - Board Meeting

June Taylor moved to approve the January Minutes; Jorge Avendaño-Curiel seconded. The motion was approved by unanimous consent.

II. Board Comments

Ms. Kilroy expressed appreciation for Jolon Clark speaking to the Board at the January meeting. However, she stated that during the Executive Session the Board communicated to Ms. Nesbitt that the Board is striving for shorter meetings and would like to balance their time. Therefore, if they have something pressing or substantive they need to work on during their Executive Session or otherwise, they would like to priorities that work over presentations. Kathy Nesbitt requested a clearer understanding on their expectation of her role from the board. Ms. Taylor stated that for the January meeting there was nothing overlooked nor did the Board run out of time. Rather, she explained, that the Board wants to make sure they have enough time for matters like rulemaking. Ms. Kilroy stated that during Executive Session the Board would discuss OHR's goals and hopefully it would be clearer after that discussion.

III. Public Comments

None

IV. Public Hearing

- ##### A. Classification Notice No. 1850 - Proposed change amends the Classification Pay Plan by changing pay grades of pool coordinator, recreation instructor, recreation service representative and Golf Sales Associate lead – Conor Wildt, Sr. Classification and Compensation Analyst
1. OHR and DRP annually updates the on-call hiring strategy for the upcoming year. Offers are

Office of Human Resources
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202
www.denvergov.org/humanresources
p. 720.913.5751 | f. 720.913.5720

based on the hiring table. On-call employees hold positions based on specific time frames or according to demand. DPR's hiring of on-calls is seasonal, part-time roles.

2. The floor of the pay table is in sync with Denver minimum wage adjustment. The most recent increase \$18.81 an hour was effective 1/1/25. Four classifications observed are tied to the NE pay grades and ranges that are used in an on-call or seasonal basis.
3. Non-exempt pay ranges are used for limited and unlimited positions while the community pay rate tables are used for on-call positions.
4. The four positions are pool coordinator; recreation instructor; recreation services representative; and golf sales associate lead. Current NE pay grades are not consistent with other 14 on-call only classifications. This leads to confusion within the employees around growth opportunities and additional jobs.
5. Asking the Board to approve the pay grade and range for NE-07 to CR-07 for pool coordinator; recreation instructor; and recreation services representative. Change golf sales associate lead from NE-08 to CR-08. These changes would move them from non-exempt pay grades to the analogous community pay grade tables.
6. There is no budget impact, would involve 568 employees in DPR and no employees would fall below the pay range minimums.
7. June Taylor asked if any non-exempt rights would change. Mr. Wildt stated there would be no impact to their FLSA rights nor would it impact their on-call status.
8. Jorge Avendaño-Curiel asked if the changes would impact the ability to recruit this summer given the pay ranges are shifting lower. Mr. Wildt stated it would not have an impact as his team has maintained a hiring table that has kept previous years percentage over minimum wage for roles which have complexity above minimum wage. Through the annual compensation lead by OHR's Class and Compensation Division the pay ranges are adjusted within the community pay range tables.
9. June Taylor motioned for the board to approve the recommended pay changes for Classification Notice No. 1850. Jorge Avendaño-Curiel seconded. The motion was approved by unanimous consent.

V. Executive Director's Briefing

A. 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)

Mayor Johnston's administration has asked that agency heads under the executive branch all have departmental goals that align with the strategic priorities. He has recommended even for the independent agencies specific goals that will align with his administration's priorities.

1. Mayor's Priorities for OHR
 - a. Develop a comprehensive plan for attracting and retaining talent across the city.
 - b. Expand and refine professional development programs and market broadly.
 - c. Prepare for a change in labor relations related to collective bargaining.

At the Mayor's office, each agency broke into groups and all agencies had an opportunity to weigh into the specific goals and provide notes where there was opportunities, alignment, and overlap.

2. 2025 OHR Goal Draft
 - a. Develop a comprehensive plan for attracting and retaining talent across the city.

1. The Agency and ED Goals: reduce voluntary employee turnover by 3% by year-end; Execute engagement action plan at our level and agencies that our team supports; Leadership Development focus for supervisors.
 2. Tactics for achieving these goals: Improve hire quality and pre-hire experience (Gold Standard on-boarding); expand undervalued talents pools and youth hiring; host citywide new hire events and create employee podcast; executive leadership development series; and track and report engagement action plans results.
- b. Expand and refine professional development programs and market broadly.
1. The Agency and ED goals: Learning and Development to initiate updates to course offerings in Q2 2025 that correspond to business needs; OHR MarComm will work with MO on incentives and marketing efforts.
 2. Tactics for achieving these goals: Upskill and retool workforce with tailored micro-learning; publish career development guide; promote mobile friendly learning options; create internal value and recognition in Workday; and work with MO to secure employee learning hours.
- c. Prepare for a change in labor relations collective bargaining.
1. OHR will partner with the MO and CAO to lead labor relations for the city; hire a Director of Labor Relations in Q1 to drive internal processed and collaboration.
 2. Tactics for achieving these goals: Lead and define communications efforts secure added staffing; develop and conduct trainings for OHR, agency leadership and others across the city; deliver processed, resources and support to employee, departments, agencies, and leadership.

Jorge Avendaño-Curiel asked what the current turnover rate was. Jack Davies, Senior Director of Service Teams responded the first-year turnover rate was 22.8% in 2024 and the goal is to reduce that to below 20%.

- a. **Updates** Employee engagement results were presented to the mayor early last week with the assistance of People Element. The HRBPs are currently doing similar presentations to all the city agencies. The best news was that we sustained the engagement score from last year; however, we did not hit our citywide goal to increase it by 5%.
- b. There have been ongoing productive meetings on the collective bargaining ordinance with various city leaders. Outside counsel has been used to help augment those conversations. In addition, Kathy Nesbitt has done collective bargaining presentations to the Mayor, his legislative team and his strategic team. She has also presented to the full City Council and their Finance and Governance Committee on the Do's and Don'ts of collective bargaining.
- c. Director of Labor Relations; Currently it has been agreed that it makes the most sense to have this position housed within OHR. The position will report to Carla Anthony. Interviews for this position have begun with the goal being to have the individual hired by the end of Q1. There will be a distinction between the person managing the internal processes and an external liaison that will work with labor on the larger labor plan and strategy for the City and County of Denver.

June Taylor asked about the timeline for collective bargaining. Kathy Nesbitt stated that the first deadline is January 1, 2026, for a labor vote so that we could begin to bargain with collective bargaining units for those agencies reporting to the mayor. This year there will be work on an ordinance and the Charter for potential changes, training for managers on how to operate in a labor environment. There is a collective bargaining team that meets every other week, led by Kathy Nesbitt.

Request for Extension of Interim Pay Practice for General Services Trades Workers Supporting City Shelters:

Kristin Rozansky, Director of Compliance, explained there had been an interim pay adjustment requested by the General Services for various trade positions in shelters. This was approved by OHR last summer and provided to the Board for review and now, General Services had requested and received approval for an extension of six months.

Jorge Avendaño-Curiel asked what the plans were to manage this after the interim adjustment's extension was over. Conor Wildt explained that the hope was to provide for the incentive within Rule 9. Ashley Kilroy commented that this was a pay tool which could be used when the need arises on an interim basis. Kathy Nesbitt explained that it is a tool which is not used frequently as the City and County of Denver pays at or above market. In this particular instance, it is warranted because of the particular situation. Ashley Kilroy commented it was a great tool as it provides OHR with the chance to move quickly and provides information to determine whether or not a permanent solution is needed.

VII. Executive Session

Jorge Avendaño-Curiel moved to go into Executive Session of the Career Service Board; June Taylor seconded. The motion carried by unanimous consent.

Executive Session started at 9:40 a.m.

VIII. Pending Appeals

IX. Adjournment

The Executive Session of the Career Service Board was called to order at 9:40 a.m. Adjournment of the Executive Session of the Career Service Board was at 11:45 a.m. June Taylor moved to adjourn the Executive Session of the Career Service Board; Jorge Avendaño-Curiel seconded. The motion carried by unanimous consent.