

**Career Service Board Meeting #2454****Minutes****Thursday, August 21, 2025, 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, June Taylor, Lynnea Hutton, Michelle DeVoe, Jorge Avendaño-Curiel, and 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 9:02 a.m. by Ashley Kilroy.**I. Agenda/Minutes****A. Approval of the Agenda for the July 21, 2025 - Board Meeting**

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

**II. Board Comments**

None

**III. Public Comments**

Public Comments were accepted during the phase, with the following speakers:

**IV. Public Hearing****A. Classification Notice No. 1868: - Blair Malloy – OHR HR Classification and Compensation Supervisor. Proposed change amends the classification and pay of various Labor Compliance positions**

1. The proposed change amends the Classification and Pay Plan by creating new classifications of Labor Compliance Analyst Staff and Labor Compliance Analyst Senior, changing the classification title of Labor Compliance Analyst to Labor Compliance Analyst Associate, and changing the pay grades of Labor Compliance Supervisor, Labor Compliance Analyst Lead and Labor Compliance Technician. June Taylor moved to approve the Classification Notice; Lynnea Hutton seconded. The motion was approved by unanimous consent.

**B. Classification Notice No. 1870: Internal Auditor Series– Blair Malloy – OHR HR Classification and Compensation Supervisor.**

1. The proposed change amends the Classification and Pay Plan by changing the pay grades of Internal Auditor Lead, Internal Auditor Senior, and Internal Auditor Associate. Michelle DeVoe moved to approve the Classification Notice; Jorge Avendaño-Curiel seconded. The motion was approved by unanimous consent.

**C. Classification Notice No. 1871: 2025 Annual Market Analysis - Blair Malloy – OHR HR Classification and Compensation Supervisor.**

1. The proposed change amends the classification and pay plan with the annual market analysis pay table adjustments by adjusting the city's pay tables and ranges. As required by Sec. 18-5 of the Denver Revised Municipal Code (DRMC), the annual market analysis pay table adjustments ensure that the city's pay tables and ranges are competitive with market rates. The Office of Human

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Resources (OHR) proposes a 2.4% percentage adjustment to the city's pay tables for classifications within this study's scope. These recommendations include the City and County of Denver minimum wage ordinance requirements as announced on August 7, 2025, with a new minimum wage of \$19.29 per hour. Therefore, OHR is proposing changes to the classification and pay plan to align with these requirements, which includes pay range adjustments and ensuring employee pay rates are no less than the range minimum, effective on January 1, 2026. Michelle DeVoe moved to approve the Classification Notice; Jorge Avendaño-Curiel seconded. The motion was approved by unanimous consent.

**D. Public Hearing Notice 696: Rules 1,3,5,9, 10 and 14: – proposed conforming revisions – Karla Pierce, CAO Assistant City Attorney**

1. Proposed adoption of revisions to Career Service Rules 1, 3-52, 5-11, 5-12, 5-35, 9-5, 9-30, 9-33, 9-36, 10-47, 10-48, 14-10 and 14-53. The changes are procedural and thus were requested to be effective retroactively to August 15, 2025.
2. Public Comment:
  - a. Jeremy Hamer DOTI – Wanted the rules changes to be taken separately with the rule changes presented later in the meeting, specifically rule 9 and 10. Karla explained these changes are meant to comply with Rule 14 and are procedural. Also, Jeremy was concerned about lack of transparency with rule changes and timing of these rule changes.
3. June Taylor moved to approve the Proposed Rule Changes; Jorge Avendaño-Curiel seconded. The motion was approved by unanimous consent.

**E. Public Hearing Notice 697 Rule 9: Pay Administration – Blair Malloy, – OHR HR Classification & Compensation Supervisor**

1. Proposed adoption of revisions to Career Service Rule 9 (Pay Administration). The changes are proposed based on the outcome of the Total Compensation Study conducted in 2023.
2. Public Comment: Jeremy Hamer had concerns about the clarification to rule 9-71 where an exempt employee may be expected to work more than 40 hours. Also had concerns about the cap in promotional pay increase of 15%. Also had concerns about limiting employees ability to promote during their probationary employee.
3. The board tabled the hearing until the next meeting.

**F. Public Hearing Notice 699 - Rule 11: Unpaid Leave - Heather Britton, OHR HR Benefits & Wellness Director**

1. Proposed adoption of revisions to Career Service Rule 11 (Unpaid Leave). Changes clarify how and who is responsible for medical insurance is paid during leaves of absences not covered under rule 10 or 12.
2. Public Comment: No public comment
3. Michelle DeVoe moved to approve the Proposed Rule Changes; Lynnea Hutton seconded. The motion was approved by unanimous consent.

**G. Public Hearing Notice 698 - Rule 10: Paid Leave – Heather Britton, OHR HR Benefits & Wellness Director**

1. A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of revisions to Career Service Rule 10 (Paid Leave). Changes include administrative changes to match state law and Denver Revised Municipal Code. Changes also include changes to the Care Bank including changing the name to Care Hours, aligning the use of Care Hours with the Federally required Family Medical Leave Act or the Colorado Family Care Act and prohibiting the use of Care Hours from counting toward overtime calculations.
2. Board members had concerns with the intention of rule 10-75, court leave and asked the City Attorney's office to come back with revisions.
3. Public Comment: Ben Brown on behalf of City Council who have concerns about changes to 10-90 based on the potential impact to underrepresented groups. Allison Moore from the City Attorney's office asked to clarify that the rule changes still allow employees to take time off for the groups mentioned in Ben Brown's comments. Nicole Brown used this time to ask why all the rule changes were brought today. Kathy Nesbitt explained this was the timeline we already prepared to follow at the start of the year.
4. Michelle DeVoe moved to approve the Proposed Rule Changes with the exception of the change to rule 10-75; 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**

1. Requested an extension of interim pay practices for trade workers supporting City Shelters. Kathy requested the board continue for 1 year. Lynnea Hutton moved to approve the extension; June Taylor seconded. The motion was approved by unanimous consent.
2. Kathy thanked OHR staff for their work on the layoffs and acknowledged the complexity. Kathy also acknowledged that OHR also laid off 18 employees as part of this process. The impacts of these reductions required OHR to eliminate the college internship programs, resulted in curtailed board contract support, and impacts to deliverables for Learning & Development and Compensation and Classification. Kathy will continue to support her staff and begin the process to determine the tasks we can no longer do.

## **VIII. Executive Session**

Executive Session started at 11:30 a.m.

## **IX. Pending Appeals**

## **X. Adjournment**

The Executive Session of the Career Service Board was called to order at 11:30 a.m. Adjournment of the Executive Session of the Career Service Board was at 11:41 a.m. The Public Session ended at 11:30 a.m. June Taylor moved to adjourn the public session of the Career Service Board; Jorge Avendaño-Curiel seconded. Lynnea Hutton moved to adjourn the Executive Session of the Career Service Board; Jorge Avendaño-Curiel seconded. The motion carried by unanimous consent.