



**CITY AND COUNTY OF DENVER  
CAREER SERVICE AUTHORITY**

201 West Colfax • Dept. 412 • Denver CO 80202  
phone: (720) 913-5751 • TTY: (720) 913-5545 • Jobline: (720) 913-JOBS • fax: (720) 913-5993  
fax applications: (720) 913-5989 • fax administration: (720) 913-5720 • www.denvergov.org/csa/

**MEMORANDUM**

**REVISION 241, SERIES B**

**TO:** Holders of CSA Rule Books  
**FROM:** CS Board  
**DATE:** September 19, 2003  
**SUBJECT:** Personnel Rule Revision –  
Rule 2-62, Notice of Public Hearing

The Career Service Board has adopted an amendment to Rule 2-62 that was published as Rule Proposal 334B. The effective date of this revision is September 19, 2003.

	<b><u>Page Number</u></b>	<b><u>Effective Date(s)</u></b>
<b>Remove</b>	2-9 & 2-10	July 30, 2003
<b>Insert</b>	2-9 & 2-10	September 19, 2003

**PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.**

## Section 2-60 Hearings by the Career Service Board

### 2-61 Types of Public Hearings

(Effective July 30, 2003, Rule Revision Memo 234B)

- a) Mandatory Public Hearings: Public hearings shall be held for the following pending actions:
- 1) Annual classification and pay plans of employees and appointed officers and quadrennial pay plans for elected officers;
  - 2) Adoption, amendment or repeal of a fund consolidation for lay-off purposes;
  - 3) Determination of prevailing wages, in accordance with the Denver Revised Municipal Code.
  - 4) Adoption, amendment or repeal of a classification specification (including the pay grade);
  - 5) Adoption, amendment or repeal of a Personnel Rule.
- b) Other hearings: The Board may hold a hearing, at its discretion, on any personnel matter within the jurisdiction of the Board.

### 2-62 Notice

- a) Notice of hearings: Public notice of hearings by the Career Service Board shall be given at least fifteen (15) calendar days in advance of the hearing, and shall state the time, date, place, and subject of the hearing, who may be heard, and how to arrange to be heard. Such notices shall be posted in the same manner as notices of meetings, as set forth in Subsection 2-32 e) Notice. The period of time shall be computed in accordance with subparagraph 19-22 a) 2), except that the date of the notice shall be the date of posting in the City and County Building. (Effective September 19, 2003, Rules Revision Memo 241B)
- b) Special additional notice requirements:
- 1) In event of fund consolidations for purposes of lay-off, the department or agency affected by the proposed consolidation shall post the notices in such locations that employees affected by the consolidation will be given notice of the time, date, place and subject of the hearing.

(Section 2-62)

- 2) In the event of pay plan hearings or personnel rule hearings, the Career Service Authority shall provide electronic or facsimile copies of the notice to appointing authorities who shall post such notices in conspicuous locations in the work places so that employees will be given notice of the time, date, place and subject of the hearing. (Effective September 19, 2003, Rules Revision Memo 241B)

c) Conduct of Hearing by the Career Service Board

- 1) Persons wishing to speak at a hearing shall have their names placed on the agenda in advance of the hearing. The Board, in its discretion, may at any time admit more speakers preceding or during the hearing.
- 2) Proceedings of a mandatory hearing shall be recorded and retained for a period of six (6) years, but need not be transcribed unless required in litigation. If a transcript is required, the party requesting the transcript shall pay the costs.
- 3) In the discretion of the Board, hearings may be continued for good and sufficient cause.

Section 2-70 Additional Responsibilities of the Career Service Board

(Effective August 15, 1979; Rules Revision Memo 113)

2-71 Prevailing Wages for contract Rate Schedules  
(Effective April 5, 1984; Rules Revision memo 61B)

At least once every six months, the Career Service Board shall determine the most commonly paid wages for various classes of laborer, mechanics, and workers which are required for construction, alteration, improvements, repairs, maintenance, or demolition of any public building or public work, or for operation of such public building. This wage shall be the minimum wage for contractors or subcontractors to the City and County of Denver. (Effective September 2, 1961, Section 20-76 (c) of the Revised Municipal Code, as amended, 1982 codification.)

2-72 Career Training Service

The Career Service Board shall make, amend, and repeal personnel rules governing the Career Training Service, providing for just and efficient personnel management and the creation and development of a merit system, and for the manner or means and methods for accomplishing this objective. (Effective January 1, 1971; reenacted December 11, 1979; Executive Order No. 103, paragraph 4).

Section 2-80 Personnel Director

(Effective August 15, 1979; Rules Revision memo 113A)