

MEMORANDUM

REVISION 45 SERIES C

TO: Holders of CSA Rule Books
FROM: Career Service Board
DATE: January 22, 2010
SUBJECT: Revision to Career Service Rules

The Career Service Board has approved the following revision of Rule 6 **EMPLOYEE TRAINING AND ORGANIZATIONAL DEVELOPMENT** and related rules. Here is a summary of this revision:

- Career Service Rule 6-20 B has been changed to require that employees appointed to supervisory and managerial supervisor positions complete supervisory training prior to the completion of probation (formerly the rule only required this training for employees appointed to supervisory positions). Appendix A to this rule has been updated and revised to contain a current list of such positions.
- Career Service Rule 7-34 has also been changed to require that employees are also required to complete the supervisory training before a request to re-allocate them into supervisory or managerial positions can be considered.
- Rule 6 was also changed so that employees who have completed the required training within the last 3 years do not have to re-take it as a condition of completing probation or having an audit request considered.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove: Entire Rule 6	5-4 6-1, 6-2 6.A.-1 through 6.A.-5 7-3	March 17, 2006 January 12, 2007 March 17, 2006 May 3, 2006
Replace Entire Rule 6	5-4 6-1, 6-2 6.A.-1 through 6.A.-6 7-3	January 22, 2010

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

Section 5-50 Probation

(Effective 11/1/80; Rules Rev. No. 127A; rev'd effective 4/1/06; Rules Rev. No. 6C)

5-51 Purpose (Effective 12/2/81; Rules Rev. No. 25B)

Probationary periods shall be regarded as integral parts of the examination process and shall be utilized for closely observing the employee's work, assisting the employee to adjust to the duties and responsibilities of the position, and to separate or demote, or return from promotional probation an employee whose performance does not meet required standards, in accordance with the following:

- A. During employment, trainee or intern probation: An employee serving employment, trainee, or intern probation may be separated in accordance with Rule 16 **DISCIPLINE AND DISMISSAL**, or demoted to a position with less responsibility in accordance with paragraph 5-72 e) Demotion appointment. Upon demotion, the employee shall begin a new employment probationary period.
- B. During promotional probation: An employee serving promotional probation shall be returned from promotional probation to a position in the class from which promoted within the agency from which promoted. The failure to satisfactorily complete a promotional probationary period shall be documented in accordance with Subsection 5-53 End of Probation Notification and Subsection 5-63 Employees in Promotional Probationary Status. (Effective 7/1/91; Rules Rev. No. 147B).

5-52 Duration of Probation

- A. Minimum period: Except for Deputy Sheriffs, the minimum period of employment and promotional probation shall be six (6) months. The duration of trainee and intern probation is set by the applicable classification specification. The minimum period of probation for Deputy Sheriffs shall be twelve (12) months. (Effective 1/21/93; Rules Rev. No. 163B)
- B. Extension of probation:
 - 1. At the request of an appointing authority, the Personnel Director may approve the extension of an employment and promotional probationary period up to six (6) months if the Personnel Director considers the best interests of the City to be served thereby. (Effective 12/3/81; Rules Rev. No. 24B)
 - 2. Employees serving employment or promotional probation who have not completed training programs required by Rule 6 **EMPLOYEE TRAINING AND ORGANIZATIONAL DEVELOPMENT** as a condition of passing probation will have their probationary periods automatically extended until the training programs have been completed and documentation evidencing such completion has been provided to CSA. This subsection shall not affect a department or agency's ability to end probation at any time. (Revised effective January 22, 2010; Rules Revision Memo 45C)

RULE 6
EMPLOYEE TRAINING AND ORGANIZATIONAL DEVELOPMENT
(Effective April 1, 2006; Rules Revision Memo 6C)

Purpose statement:

(Revised effective January 12, 2007; Rules Revision Memo 13C)

The purpose of this rule is to set forth the responsibility, under the Denver Revised Municipal Code ("DRMC"), for developing and administering employee training and organizational development programs.

Section 6-10 Responsibility

- A. Appointing authorities shall be responsible for providing services and support to managers/supervisors for training and developing their employees. Appointing authorities are responsible for assuring that training programs are geared to specific department or agency needs, are planned and established, and that their employees have an opportunity to participate in them.
- B. The Career Service Authority ("CSA"), in cooperation with other City departments and agencies, shall develop and make available to employees the City-wide training programs required by this Rule 6, as well as any other training programs it deems are necessary.
- C. CSA, in cooperation with departments and agencies, shall establish program standards, and document and maintain records of achievement for all CSA sponsored training and career development programs. CSA shall also be responsible for the coordination, evaluation and monitoring of these programs.

Section 6-20 Mandatory Programs

(Revised effective January 22, 2010; Rules Revision Memo 45C)

- A. All Career Service employees serving employment probation are required to complete training programs during their probationary period that address the following topics:
 - 1. New employee orientation;
 - 2. Ethics and accountability;
 - 3. Preventing harassment, workplace violence and bullying; and
 - 4. Any other training required by the DRMC and applicable Executive Orders.

- B. Employees appointed to supervisory or managerial positions are required to complete supervisory training prior to the completion of their probationary period that addresses the following topics;
 - 1. The Performance Enhancement Program and Performance Enhancement Program Reports;
 - 2. Counseling and discipline; and
 - 3. Employment laws and Career Service Rules.
- C. Supervisory training is also required for employees promoted to positions with assigned supervisory duties in classifications which provide that supervisory duties may be assigned by position, even if these classifications are not ordinarily considered supervisory or managerial.
- D. Before a request to re-allocate an employee to a supervisory or managerial classification can be accepted, the employee must have completed this supervisory training.
- E. Failure to complete the required training course work shall result in the extension of probation until the course work has been completed, in accordance with Rule 5 **APPOINTMENTS AND STATUS**. City departments and agencies are expected to make sure their employees meet the training requirements of this rule.
- F. Employees who have completed the required training within the three years prior to the effective date of appointment, promotion, or the submittal of a the re-allocation request are not required to take the training again as a condition of passing probation or of having CSA consider a re-allocation request.
- G. Departments or agencies may conduct training to fulfill the requirements established above, with the approval of the Personnel Director. Departments or agencies that conduct such training shall provide CSA with documentation evidencing the completion of the required training. Such documentation shall include the course title, the names of employees who have completed the training, and the date of completion.

Section 6-30 Training Leave

The use of leave to take training courses is governed by Rule 11 LEAVE.

APPENDIX 6.A.
SUPERVISORY AND MANAGERIAL CLASSIFICATIONS
(Revised effective January 22, 2010; Rules Revision Memo 45C)

The following list of classifications for which supervisory training is required is provided for informational purposes. Supervisory training may be required for other classifications not listed below based on subsequent changes to the Classification and Pay plan.

CLASSIFICATION TITLE	SUPERVISORY LEVEL	JOB CODE
3-1-1 Customer Service Operations Supervisor	6	CS2156
Accounting Manager	7	CV1795
Accounting Supervisor	6	CV1796
Agency Controller	6	CV1802
Agency Human Resources Director	7	CA2222
Agency Training Supervisor	6	CA2243
Americans with Disabilities Act Compliance Officer	6	CA0637
Animal Care Supervisor	6	CS2321
Animal Control Investigation Supervisor	6	CN1808
Arborist	6	CN1812
Assistant Chief of Operations	5	CA2381
Assistant City Attorney – Division Director	5	CL1742
Assistant City Attorney – Section Supervisor	6	CL0359
Assistant Director Of Aviation	7	CA0683
Assistant Director of Excise And Licenses	7	CA0684
Assistant Director Of Parks	7	CA0666
Assistant Director of Pharmacy	6	CO0560
Assistant Golf Professional	6	CG1819
Assistant Manager of Entertainment and Sports Facilities	7	CA0690
Associate Director of Physician Services	5	CD1063
Associate Director of Technical Physician Services	5	CD1064
Audit Supervisor	6	CV1832
Automotive Body Repair Supervisor	6	CT0072
Automotive Service Center Supervisor	6	CT0074
Aviation Customer Service Manager	6	CS1840
Aviation Electrical Superintendent	7	CT0077
Aviation Noise Abatement Supervisor	6	CE2233
Aviation Operations Manager	6	CA0707
Aviation Operations Representative Supervisor	6	CS1560
Aviation Painting Supervisor	6	CT0080
Branch Manager	6	CA0910
Budget and Management Supervisor	6	CV1845
Business Development Supervisor	6	CA2372

CLASSIFICATION TITLE	SUPERVISORY LEVEL	JOB CODE
Buyer Supervisor	6	CA0722
Case Management Supervisor I	6	CH2205
Case Management Supervisor II	7	CH2242
Central Supply Supervisor	6	CS0472
Chief Inspector	6	CN1855
Chief Paramedic	7	CH0515
Chief Trades Inspector	6	CT1743
Chief Medical Examiner and Coroner	6	CD0229
City Forester	7	CA0732
Clinical Social Work Team Leader	6	CO0565
Computer Operations Supervisor	6	CI0318
Concession and Asset Supervisor	6	CA0744
Construction and Maintenance Supervisor	6	CT0105
Contract Administration Supervisor	6	CA0750
Contract Compliance Supervisor	6	CA0753
Correctional Institutional Food Manager	7	CS0458
Correctional Institution Head Nurse	7	CO0567
Correctional Institution Nursing Manager	7	CO0568
County Court Marshal Supervisor	6	CN1867
Court Division Supervisor	7	CA0759
Crew Supervisor	6	CJ1869
Critical Care Respiratory Supervisor	6	CH1646
Custodial Contract Administrator	7	CA0765
Custodial Services Supervisor	7	CJ1872
Custodial Supervisor	6	CJ1874
Dental Assistant Supervisor	6	CH1621
Department Controller	5	CV2212
Deputy Director of Emergency Preparedness	7	CA0772
Deputy Manager of Aviation for Air Service Development, Marketing, and Public/Government Affairs	8	CA2211
Deputy Manager of Aviation for Finance and Administration	8	CA0775
Deputy Manger of Aviation for Maintenance	8	CA1533
Deputy Manager Of Aviation for Operations	8	CA0777
Deputy Public Trustee	6	CA0783
Deputy Sheriff Captain	7	CU1056
Deputy Sheriff Division Chief	7	CU1057
Deputy Sheriff Major	5	CU1058
Deputy Sheriff Sergeant	6	CU1059
Development and Planning Supervisor	6	CE1566
Diagnostic Imaging Supervisor	6	CH0519

CLASSIFICATION TITLE	SUPERVISORY LEVEL	JOB CODE
Director of Aviation Maintenance	4	CA0794
Director Of Clinical Social Work	4	CO0572
Director of Employee Assistance	6	CA0806
Director of Hospital Housekeeping/Security	4	CA0804
Director of Technical Physician Services	8	CD1068
Director Of Nursing	8	CO0573
Director of Pharmacies	4	CO0576
Diversion Officer Supervisor	6	CH0519
Economic Development Supervisor	6	CA2174
Electrical Supervisor	6	CT0112
Electrocardiograph Technician Supervisor	6	CH0524
Electronics Technician Supervisor	6	CT0114
Emergency Service Supervisor	6	CH1901
Engineer/Architect Supervisor	6	CE0403
Environmental Public Health Manager	4	CE2271
Environmental Public Health Program Supervisor	6	CE2270
Executive Manager	8	CA1760
Facilities Superintendent	7	CT1910
Facility and Grounds Maintenance Crew Sup.	6	CJ1912
Field Superintendent	7	CJ1917
Fire Protection Supervisor	6	CE0410
Fleet Maintenance Engineer	6	CE0411
Fleet Superintendent	7	CT1882
Food Production Supervisor	6	CS0468
Food Service Custodial Supervisor	6	CS1733
Forensic Autopsy Technician Supervisor	6	CH1655
Forensic Scientist Supervisor	6	CE2195
GIS Photogrammetry Administrator	6	CI0344
Golf Course Operator	6	CG1927
Golf Professional	6	CG1928
Graphics Supervisor	6	CG2044
Health Information Supervisor	6	CH1624
Heating Ventilating, and Air Conditioning Sup.	6	CT0140
Heavy Equipment Mechanic Line Supervisor	6	CT0131
HIV Grant/Contract Manager	7	CA0875
Hospital Housekeeping Manager	7	CJ1934
Human Resources Supervisor	6	CA0926
Human Resources Technician Supervisor	6	CA2219
Human Service Supervisor	6	CH1936
Imaging Operations Supervisor	7	CH0528
Information Security Manager (By Position)	6	CI1870

CLASSIFICATION TITLE	SUPERVISORY LEVEL	JOB CODE
Information Technology Project Manager (By Position)	6	CI1677
Information Technology Section Manager	7	CI1564
Information Technology Supervisor	6	CI1563
Information Technology Technician Supervisor	6	CI1661
Inpatient Transportation Supervisor	6	CJ1939
Institution Food Steward Supervisor	6	CS0479
Internal Audit Supervisor	6	CV2241
Investigator Supervisor	6	CN1940
Landscape Architect Supervisor	6	CE0417
Laundry Manager	7	CS0481
Laundry Supervisor	6	CS0482
Legal Administrator	6	CA0895
Maintenance Control Supervisor	6	CS1724
Mammography Technologist Supervisor	6	CH0533
Management Analyst Supervisor	6	CA2255
Manager 1	4	CA1744
	4	CE2168
	4	CI1745
	4	CV1951
Manager 2	5	CA1748
	5	CE1749
	5	CI1750
	5	CV1955
Marketing/Public Relations Administrator	6	CA1977
Mechanic Line Supervisor	6	CT0149
Medical Imaging Manager	7	CH0535
Medical Interpreter Supervisor	6	CS1693
Medical Technologist Section Supervisor	6	CO0583
Medical Technologist Unit Supervisor	6	CS0585
Motor Vehicle Supervisor	6	CC2351
Multiple Trades Supervisor	6	CT0152
Nuclear Medicine Technologist Supervisor	6	CH0538
Nursing Clinical Coordinator	6	CO0593
Nursing Operations Manager	5	CO0594
Nursing Program Manager	6	CO0595
Occupational Therapist Supervisor	6	CO0599
Operational Supervisor I	6	CA2313
Operational Supervisor II	7	CA2314
Operations Supervisor	6	CJ1982
Outreach Case Coordinator Supervisor	6	CH2377
Paramedic Dispatch Supervisor	6	CS0490

CLASSIFICATION TITLE	SUPERVISORY LEVEL	JOB CODE
Paramedic Field Supervisor	6	CH2275
Paramedic Fleet Supervisor	6	CH2144
Paramedic Operations Supervisor	6	CH0544
Parking Operations Crew Supervisor	6	CJ1987
Parking/Speeding Enforcement Supervisor	6	CN1984
Patient Accounts Manager	7	CA0922
Payroll Supervisor	6	CV2363
Permit Supervisor	6	CE1597
Physical Therapist Supervisor	6	CO0603
Plans Review Supervisor	6	CE2229
Plumbing Supervisor	6	CT0166
Pool Supervisor	6	CG2114
Probation Officer Supervisor	6	CN1997
Program Manager	6	CA1714
Project Manager I	6	CE2291
Project Manager II	6	CE2294
Psychologist Supervisor	6	CO0608
Public Health Veterinarian	6	CD1072
Quality Improvement Coordinator	6	CO0609
Quality Review And Improvement Supervisor	7	CO0611
Ramp Tower Supervisor	6	CA2184
Real Property Appraiser Supervisor	6	CV2008
Recreation Manager	7	CA0963
Recreation Supervisor	6	CG2013
Research Supervisor	6	CA0969
Safety and Industrial Hygiene Supervisor	6	CA2215
Security Supervisor	6	CN2018
Senior Animal Control Supervisor	7	CN2024
Senior Director of Nursing	4	CO1638
Senior Television and Video Producer	6	CG2039
Senior Transcriptionist	6	CC0304
Social Case Worker Manager	7	CO2046
Social Case Worker Supervisor	6	CO0625
Special Education Teacher Supervisor	6	CO2302
Stapleton Redevelopment Programs Manager	6	CA1008
Stockroom Manager	7	CS2061
Stockroom Supervisor	6	CS2062
Street Maintenance Administrative Manager	7	CA1011
Supervisor of Administrative Support I	6	CC1508
Supervisor of Administrative Support II	7	CC1513
Superintendent of Radio Communications	7	CT1652
Tax Audit Supervisor	6	CV2237

CLASSIFICATION TITLE	SUPERVISORY LEVEL	JOB CODE
Tax Revenue Agent Supervisor	6	CV2132
Telecommunications Administrator	6	CI1017
Television and Video Director/Editor (by position)	6	CG2069
Television Unit Supervisor	6	CJ2073
Tenant Facility Project Supervisor	6	CE0439
Therapist Supervisor	6	CO2190
Traffic Signal Technician Supervisor	6	CT0213
Turf Equipment Mechanic Supervisor	6	CT0218
Ultrasound Technologist Supervisor	6	CH0556
Underground Utility Investigator Supervisor	6	CN2082
Wastewater Quality Control Manager	7	CE1680
Wastewater Quality Control Supervisor	6	CE1712
Workers Compensation Claims Supervisor	6	CA1048
Workers Compensation Modified Duty Coordinator	6	CA1045
Youth Counselor Supervisor	6	CO2281
Zoo Area Supervisor	6	CA2102
Zoo Commissary Administrator	6	CS1704
Zoo Curator	7	CA1051
Zoo Veterinarian	7	CD1076

SUPERVISORY LEVEL LEGEND

- 4** Manager 1 (1st Level Manager)
- 5** Manager 2 (2nd Level Manager/Core Middle Manager)
- 6** First Level Supervisor
- 7** Second Level Supervisor (Supervisor over supervisors)
- 8** Executive Manager (3rd level Manager & above, excluding Charter Officers, City Librarian and CSA Director)

This Appendix is provided for informational purposes and is not considered a part of the Rules.

7-32 Allocation Of New Positions

Every position covered by the classification and pay plan shall be allocated to a classification in that plan. Such allocation shall be made by the CSA on the basis of the essential duties of the position and in accordance with generally accepted personnel standards and procedures and as set forth in this Rule 7.

7-33 Re-Allocation Of Existing Positions

- A. When the duties of an existing position are changed to the extent that the position is more similar to positions in other classifications than to positions in its own classification, the position should be re-allocated to a more appropriate classification in accordance with this Rule 7.
- B. In order to maintain the classification and pay plan, CSA may re-allocate:
 - 1. Vacant positions on the basis of the essential duties of the position; and
 - 2. Filled positions by conducting audits or maintenance studies.

7-34 Audits

- A. An appointing authority may submit a request for, or CSA may initiate, an audit of a filled position to determine if it is correctly classified, when there has been:
 - 1. A significant change in the type or level of duties and responsibilities;
 - 2. A re-organization affecting a number of employees, which may involve significant additions of new equipment, or substantial changes in methods or procedures; or
 - 3. A maintenance study resulting in changed classification specifications.
- B. Appointing authorities are encouraged to submit audit requests to CSA as soon as possible after the duties of a position have been permanently changed. Requests must be made using the CSA Request for Classification Consideration form.
- C. When an appointing authority requests re-allocation of a position to a supervisory or managerial classification (as described in Appendix A to Rule 6 **EMPLOYEE TRAINING AND ORGANIZATIONAL DEVELOPMENT**) from a classification that is not a supervisory or managerial classification:
 - 1. The appointing authority shall provide a list of the position numbers, classification titles, and names of subordinate staff; and
 - 2. The audit request will not be accepted by the CSA until the incumbent has taken the supervisory training required by Rule 6 **EMPLOYEE TRAINING AND ORGANIZATIONAL DEVELOPMENT**, and passed the applicable first-line supervisor test.(Revised effective January 22, 2010; Rules Revision Memo 45C)