



DENVER
THE MILE HIGH CITY

Career Service Authority
Denver's Human Resource Agency

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Career Service Authority Board Meeting #2152

MINUTES

Thursday, September 16, 2010

9:00 A.M.

Webb Municipal Building

201 W. Colfax, Fourth Floor, Room 4.F.6 & 4.G.2

Tom Bonner (Co-Chair)
Felicity O'Herron (Co-Chair)
Nita Henry
Colleen Rea
Patti Klinge (Absent)

I. Opening: The Board meeting opened at 9:01 a.m.

1. Approval of the Agenda for the September 16, 2010 Board Meeting

The Board unanimously approved the agenda for the September 16, 2010 meeting.

2. Approval of the Minutes for the September 2, 2010 Board Meeting

The Board unanimously approved the minutes for the September 2, 2010 meeting.

II. Board Comments:

The Board welcomed new CSA Board Member Colleen Rea.

III. Director's Briefing:

1. CSA's John Shick & Nicole Lucero-Holub gave the Board an update on the Denver Employee Survey Strategy. Board Member Bonner stated the importance of the survey and was glad to see it being expanded to additional agencies this year.

2. CSA's Yvette Martinez & Kellie Hathaway gave the Board an update on the Rule 3 Review Project. They mentioned that changes would be coming to all aspects of the process and would include shortening the testing process.

3. Director Dolan introduced new CSA Recruiter for DIA, Juli Hayes.

4. Director Dolan informed the Board that the Mayor released his proposed budget this week.

IV. **Public Comments: None**

V. **Approval to Post: None**

VI. **Public Hearing:**

1. **Classification Notice No. 1329** – The proposed changes amend the Classification and Pay Plan – Simplified Pay Ranges.

Roberta Monaco from CSA presented the information to the Board for approval. Ms. Monaco wished to amend the Notice by adding new tables that were left out of the original posting with an effective date of October 17th or the first Sunday thereafter.

The Board unanimously approved Classification Notice No. 1329 as amended.

2. **Classification Notice No. 1330** - The proposed change amends the Classification and Pay Plan by adding IT Project Manager I (811-I), IT Project Manager II (813-I), IT Project Manager III (815-I) and IT Program Manager (817-I). We are also changing the pay grade of Information Technology Systems Architect from 814-I to 815-I.

Melissa Fisher from CSA presented the information to the Board for approval. John Cook, a technology Services Project Manager spoke against the Notice stating that he felt the employees were not involved in the process and didn't know about it. Ms. Fisher stated that she had been in contact with the managers and assumed that they were communicating with their employees. The Board asked Ms. Fisher to reach out to the employees with further communication and that they would table the Notice until a future meeting.

The Board unanimously voted to table Classification Notice No. 1330 until the October 21, 2010 meeting.

3. **Public Hearing Notice No. 417** – a proposed revision to the Career Service Rules in connection with the implementation of simplified pay ranges.

Peter Garritt from CSA presented the information to the Board for approval. Mr. Garritt requested an effective date of October 17, 2010.

The Board unanimously approved Public Hearing Notice No. 417 with the effective date.

4. **Public Hearing Notice No. 418** – a proposed revision to Career Service Rule 9-50 E Pay adjustment within the salary range.

Peter Garritt from CSA presented the information to the Board for approval. Mr. Garritt requested an effective date of October 17, 2010. Mr. Garritt offered to add a statement to section 9-50 1.C that allows recourse to the CSA Director in cases over a year old after concerns were brought to the Board by the AFSCME Union.

The Board unanimously approved Public Hearing Notice No. 418 as amended with the effective date and additional statement in 9-50 1.C.

5. **Public Hearing Notice No. 419** – a proposed revision to Career Service Rule 9-101 Holiday Compensatory Time for Overtime Exempt Employees and related rules.

Peter Garritt from CSA presented the information to the Board for approval. City Attorney Linda Davison suggested that the word "so" should be changed to "as" in Section 10-52-B for clarification.

The Board unanimously approved Public Hearing Notice No. 419 as amended.

VII. New Cases: None

VIII. Pending Cases:

1. Misty Jones vs. Department of Aviation, Appeal No. 88-09A

The Board denied the petition and reaffirmed the Hearing Officer's decision with a written Order to follow.

2. Clara Owens-Manis & Angelica Pettway vs. Dept. of Finance, Appeal Nos. 73-09A, 75-09A.

The Board affirmed the Hearing Officer's decision with a written Order to follow.

IX. Executive Session:

The Board went into Executive Session at 10:47 a.m. to discuss personnel matters and cases.

The Board re-opened the Board Meeting at 11:33 a.m.

X. Adjournment:

The Board adjourned the Board Meeting at 11:34 a.m.