

**Career Service Authority Board Meeting #2087**

**Minutes**

**Thursday, December 20, 2007**

**9:00 A.M.**

**Webb Municipal Building**

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

**I. Opening**

**A. Approval of the Agenda for the December 20, 2007 Board Meeting**

*The Board approved to move Public Hearing 357 and Public Hearing 358 to the beginning of Public Hearing for the December 20, 2007 Board Meeting. Luis Toro was not present at this meeting.*

**B. Approval of the Minutes for the December 6, 2007 Board Meeting**

*The Board approved unanimously the minutes for the December 6, 2007 Board meeting.*

**II. Board Comments: None**

**III. Director's Briefing:**

- Dani Brown briefed the Board on the Centralized payroll. The Controller's office is partnering HR people and putting together a communication plan. Dani said they will be meeting with Bruce for classifications issues, Brendon Hanlon and Laura Wachter will be meeting with departments on how this will take place. The controller's office is meeting with departments on site to answer questions and provide information. A web site is scheduled to be up and running today or tomorrow. The space/cubes to be determined by 1/31/08 in hopes to have teams and transitions identified by April. They will be working with Training on any training gaps, Office of Economic Development & Marion Lujan will be working together for resumes and job placements, and will be in contact with Peter Garritt on new processes. Jeff said he has been impressed with their work.
- Jeff Dolan briefed the Board on the Employee attitude survey information. Jeff has been going out to agencies and Maria Bane has been working on the drill downs.
- Jeff Dolan briefed the Board on the increase of CORA requests we have had from the media.
- Jeff Dolan briefed the Board on how he is working with the Executive team to prioritize core functions within our agency and will follow up with the board on the results.

**IV. Public Comments: None**

**V. Approval to Post:**

**A. Rule 9 - HEM Trainer Differential**

Roberta Monaco, Classification Supervisor presented the update to Rule 9-68 Heavy Equipment Mechanic Trainer Differential. The updates are:

- A Heavy Equipment Mechanic ("HEM") who is assigned HEM training duties in accordance with criteria established by an appointing authority shall be eligible for a differential of \$2.25 per hour for all hours designated by the appointing authority as training hours.
- The appointing authority shall provide a training plan, which includes criteria that will be used for selecting employees eligible for this differential, to the Personnel Director for approval.
- The appointing authority shall provide the name(s) of any eligible employee(s) to the Personnel Director prior to payment of the differential.
- An appointing authority may terminate the assignment of training duties to an employee at any time. The appointing authority shall notify the Personnel Director when an employee is no longer assigned training duties.
- The HEM training differential shall not be paid during any period of paid leave.
- A guide

**Board member Henry** asked if 9-68 is a entire new section to the rule, and Roberta Monaco affirmed it was.

**Board member Kilroy** asked why we are paying more for training – is this different than a Trainer, will this enable the employees in specialized area a broader work set and experience, and is this standard in the industry/public sector. Roberta did not know, and Jeff Dolan added he has seen this type of work done in safety classes. Board member Kilroy asked that we keep an eye on prevailing wages.

**Board member Williams** asked what the difference is between this request and other agencies needing the same type of service. Roberta Monaco said they would take this on a case by case basis, the difference is that they will be assigned these duties, not as other duties as assigned. Board member Williams is concerned how this would affect other agencies who elect not to do this type of training of employees and would like to see this more defined.

**Roberta Monaco** affirmed that she spoke to the Police Department, Public Works, and DIA. This would provide more of the mechanics to be specialized in all areas, a guiding rule of thumb, in lieu of sending someone to an external class, and this would give our employees the differential for the training.

**Board member Henry** would like the parameters more defined by CSA, and defining if someone is a formal trainer they would not receive this?

*The Board unanimously concurred to table this Posting for the next agenda to allow Roberta to gather more information.*

## VI. Public Hearing

**A. Classification Notice No. 1252** – Proposed change in the classification and pay plan replaces and nullifies classification Notice No. 1249. Notice 1249 abolished classifications that the Election Commission used prior to the creation of the elected Clerk and Recorder's office. It was understood that upon conversion to the Career Service system, those classifications would not be needed and could be abolished. Instead, this should have been managed through an internal administrative process rather than a public hearing and ordinance process.

Paul Wiberg, Classification Analyst, presented this notice. As election operations are now the responsibility of the Elections Division in the elected Clerk and Recorder's Office, the class title *Election Commission Assistant* should be changed to *Elections Division Assistant*. No employee impact, or budget impact.

Election operations are now the responsibility of the Elections Division in the elected Clerk and Recorder's office. Except for the Clerk and Recorder's appointed employees, all employees in the Elections Division are now Career Service employees.

Per Career Service Rule 7-37, the effective date will be the date of the first pay period following approval by the Career Service Board and contingent upon approval by City Council.

*The Board approved unanimously to nullify Classification Notice No. 1249.*

*The Board also approved to adopt unanimously Classification Notice No. 1252.*

**B. Classification Notice No. 1253** – This classification notice will be presented by Patricia Anderson, Classification Analyst. The proposed change amends the Classification and Pay Plan by abolishing Associate Analyst, Employee Development and Education Supervisor, Environmental Associate, Environmental Programs Supervisor, Environmental Scientist I, Environmental Scientist Supervisor, Environmental Specialist I and Staff Analyst, and title change of Agency Marketing & Public Relations Representative to Art Museum Marketing and Public Relations Representative.

### **ABOLISHMENTS**

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CA1694	Environmental Associate	616 A
CA1697	Environmental Program Supervisor	810 A
CE1698	Environmental Scientist I	809 E

CE0406	Environmental Scientist Supervisor	815 E
CA1695	Environmental Specialist I	807 A
AA1109	Associate Analyst	806 A
YA1147	Associate Analyst	806 A
AA1117	Staff Analyst	614 A
CA0851	Employee Development and Education Supervisor	809 A

**REVISED CLASS TITLE CHANGE**

<u>Job Code</u>	<u>Present Classification Title</u>
UA1364	Agency Marketing and Public Relations Representative

The Proposed Classification Title would be Art Museum Marketing and Public Relations Representative at pay grade 805 A.

CSA wants to abolish the aforementioned classes. These classes were involved in a number of studies and new classes have been developed and employees reallocated to other classes. Hence, these classes are no longer needed. Additionally, CSA wants to change the title of the Agency Marketing and Public Relations Representative class to Art Museum Marketing and PR Representative as the Art Museum is the only agency that uses this class. The pay grade for the Art Museum Marketing and PR Representative is currently set at 805 A. There is not a recommendation to change the pay grade. There is only 1 employee who will receive only a change in the class title, and no budget impact. Per Rule 7-37, Annual Classification Maintenance Changes, the classification and pay plan will be effective on the date of the first pay period following approval by the Career Service Board and contingent upon City Council approval.

**Board member Kilroy** asked why not keep this class instead of abolishing. Pat Anderson said no other person in the City is in the class that is being abolished.

**Board member Bonner** mentioned that this is an independent agency and they usually get the classes they need because of the type of work. Pat Anderson agreed with Board Member Bonner.

*The Board approved unanimously Classification Notice No. 1253.*

- C. Classification Notice 1254** - Proposed change amends the Classification and Pay Plan by adding Forensic Pathology Fellow. Pat Anderson, Classification Analyst, presented Classification Notice 1254. The Department of Environmental Health, Denver Office of the Medical Examiner asked CSA to create a new class, Forensic Pathology Fellow, to assist Forensic Pathologists perform their duties. The office will use this class as a fellowship which will be a recurring limited one year appointment. The General Statement of Duties follows:

This position will perform professional medical postgraduate work in the investigation and evaluation of deaths within the city that fall under the jurisdiction of the coroner. It is recommended that the Forensic Pathology Fellow be compensated at 401 D (\$71,604 per year). This is 60% of what a Forensic Pathologist is compensated at. It is CSA practice to compensate interns and trainees at a percentage of the classes they are associated with. For example the Psychology Intern is compensated at 60% of the Psychologist. There will be no employee impact, and currently no budget impact. This class will report to the Assistant Medical Examiner. Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

**Board member Bonner** asked if these were doctors, and Pat Anderson affirmed.

*The Board approved unanimously Classification Notice No. 1254.*

- D. Classification Notice 1255** - Proposed change amends the Classification and Pay Plan by adding Staff Special Education Teacher and Special Education Teacher Supervisor. Patricia Anderson, Classification Analyst will present this Classification. The Denver Department of Human Services, Family Crisis Center is in need of two new classes, Staff Special Education Teacher and Special Education Teacher Supervisor. The

center has been having a difficult time recruiting special education teachers. Currently, there is a shortage of special education teachers in Colorado. So the Colorado Department of Education is allowing school districts and other educational facilities to hire applicants into positions that have or can acquire the following: Statement of Eligibility (SOE) for an Alternative Licensure **OR** eligibly to obtain a Temporary Teaching Eligibility (TTE) **OR** eligible to obtain a Special Educator Eligibility (SEE).

The state requires alternative educational facilities to have an on-site special education director; hence, the facility needs a supervisor for the facilities' special education teachers. Therefore, CSA created the Special Education Teacher Supervisor class. The General Statement of Duties for the new classes follows:

- Staff Special Education Teacher - Performs entry level professional educational work while receiving training in the principles, practices, and teaching methods and techniques, works under close supervision, and as the employee gains experience, assignments expand in complexity and scope.
- Special Education Teacher Supervisor - Performs supervisory work over educational staff members, provides leadership and direction to staff, devises and evaluates performance standards for the assigned area, and develops goals and objectives for the assigned area in conjunction with departmental plans and goals.

It is recommended that the new classes be compensated as follows:

- Staff Special Education Teacher                      619 O
- Special Education Teacher Supervisor              812 O

CSA already has a Special Education Teacher class that is in the O – Health Professional Occupational Group and it is recommended that the two new classes be placed in the same occupational group. It is recommended that the Special Education Teacher Supervisor class be compensated at 812 O. The Special Education Teacher is compensated at 810 O. This recommendation is based on CSA compensation practice that allows two to three pay grades or 10% to 15% between a supervisor and the highest level subordinate.

It is also recommended that the Staff Special Education Teacher be compensated at 619 O. Generally, there are two pay grades difference in classes that build upon each other such as staff to associate and associate to senior. However, in this case the Special Education Teacher is a full performance class and the Staff Special Education Teacher is an entry level class (there is no associate level); although, it does require one year of experience working with at risk and/or special needs youth. Therefore, in establishing the pay for the Staff Special Education Teacher, three pay grades is appropriate since CSA is asking for some experience for an entry level class. In looking at the non-exempt pay grades, the three pay grades difference falls between 618 O and 619 O. In making the 619 O recommendation, CSA is recognizing that applicants hired into Staff Special Education Teacher positions must qualify, apply, and obtain a temporary teaching license and continue their formal education in order to qualify for the state teaching license.

Additionally, the Youth Counselor class can be compared to the Staff Special Education Teacher class. The Youth Counselor is compensated at 617 O. The two pay grade difference is appropriate in that the Staff Special Education Teacher requires a degree just as a Youth Counselor does; however, a Staff Special Education Teacher cannot substitute experience for the degree nor does a Youth Counselor have to obtain a temporary teaching license or continue their formal education in order to obtain a state teaching license.

There is no employee impact, and no current budget impact because these are new classes. The Staff Special Education Teacher will report to the Special Education Teacher Supervisor and the Special Education Teacher Supervisor will report to a Social Case Worker Manager. Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

***The Board approved unanimously Classification Notice No. 1255.***

- E. Classification Notice 1256** - Proposed change amends the Classification and Pay Plan by changing the pay tables to reflect the 1% merit increase approved by City Council. Roberta Monaco, Classification Supervisor will be presenting.
- Acting on recommendations from the Career Service Authority, City Council approved a budget amendment to provide employees in the career service with a one time base-building 1% merit increase. In order to provide employees with the 1% base building merit increase the pay tables will be increased by 1%. The 1% increase is based on market and internal data. The employee impact will be:
- Eligible Employees
    - Career Service employees who received a “**Successful**” or “**Exceptional**” rating on their 2007 PEPR will receive a 1% merit increase
  - Ineligible Employees
    - Employees who received a “**Needs Improvement**” rating on their PEPR in 2007,
    - On-calls, or
    - Employees in the Deputy Sheriff’s pay schedule.
  - Exceptions
    - Employees who did not receive a PEPR in 2007 either because it was late or because they were hired in 2007 will receive the merit increase effective 1/1/08.
    - If they subsequently receive a rating of “**Needs Improvement**” on their 2007 PEPR or their first PEPR (whichever is applicable), the increase will be rescinded on the PEPR review date.
    - New hires after 1/1/08 will be placed into a step on the revised salary structure.

No budget impact, this 1% base-building merit increase has been funded through a budget amendment that moved 1% of the funds allocated to the Performance Bonus plan to fund this 1% base-building merit increase.

Proposed Effective Date is January 1, 2008, Effective date mandated by City Council through the budget amendment.

Because this Classification Notice and Public Hearing 357 are so closely related, the Board reviewed both at the same time, and heard speakers.

**Ron Latreille**, Public Works registered speaker presented to the Board information on the 1% pay increase. In conclusion he recommended that the current pay table be disapproved and in its place use the 2007 pay charts with annual salaries inflating each step by 1% to provide a accurate 1% pay raise to all employees.

**Mike Lutz**, Solid Waste Management registered speaker did not agree with the step 98 and would like to see every employee get an increase.

**Jan Meese, Manager 1 Street Maintenance** registered speaker did not agree with step 98 for on-calls since on calls hired in 2007 would not get 1% but new on calls would go to the current step in the pay table. She presented to the Board a chart on the 1% pay inequities. She also felt the PeopleSoft system has strangled the City, whereas charts were accurate prior to the PeopleSoft system, and have not been accurate since we have been working in the PeopleSoft system.

**Steve Esses** PW Street Maintenance spoke and does not agree with step 98. He felt that after an employee gets past the “needs improvement” that the employee would be placed back in the correct category. This shows favoritism, and this should not punish employees, or allow agencies to keep track of these employees.

The summary from the board is at the end of Public Hearing 357.

*The Board approved unanimously Classification Notice No. 1256.*

- F. Public Hearing Notice 357** – Proposed addition of Career Service Rule 13-63 Merit-based Salary Increase. Peter Garritt, HR Supervisor of Employee Relations will be presenting.

All Career Service employees will receive a 1% increase to their base pay effective January 1, 2008 except for:

- On call employees, including employees on the community rate or short range schedules
- Employees on the Undersheriff's pay schedule and
- Employees who received a "Needs Improvement" on their 2007 PEPR.

Bruce Backer summarized what this Rule will do. Employees who are being paid above the current maximum of the range (step 99) on December 31, 2007 will receive the merit increase. Although the rule change applies only to certain Career Service employees, the 1% increase is intended to cover all other City employees that are not covered by collective bargaining agreements. Most employees who do not receive the 1% increase will be moved to a unique step outside of the pay schedules. Employees whose 2007 PEPR is late, or who were hired in 2007, will receive the merit increase on January 1, 2008. If they subsequently receive a rating of "Needs Improvement" on their 2007 PEPR or their first PEPR (whichever is applicable), the increase will be rescinded, effective on the date the PEPR is reviewed with the employee. CSA will adjust and publish a revised salary schedule to include the 1% increase. Although it will be effective on January 1, 2008, the increase will not be implemented until the revised classification and pay plan is approved by the Mayor and City Council (probably not until the end of January). New hires after January 1, 2008 will be placed into a step on the revised salary structure. Supervisors and managers should consider internal equity issues when making salary offers to new hires.

Ordinance 18-5 tells CSA how to calculate, along with past practices on calculations on pay tables. 1% in step 1 – rounding is from step 2 up to 2.25 steps some people may get.

**Board member Kilroy** asked if we are looking at open ranges. Mr. Backer said this is a consideration possibly in 2009.

**Board member Bonner** clarified that this is based building, and Mr. Backer stated that is why we start at step 1, and that is why this is also based on performance from City Council.

**Board member Kilroy** appreciates everyone coming and speaking, Bruce Backer and Roberta Monaco handled this as it was negotiated with City Council, and dealing with the problems we are coming across in the future. This has always been merit building.

**Board member Henry** indicated that the Ordinance language binds us, and she has taken notes and suggests that we look at the questions that have been mentioned, such as step 98 which needs to be clarified as far as needs improvement.

**Board member Bonner** stated that City Council was definite about the step 98 for on calls and needs improvement, and we would need to look at this closer in the future. This was vetoed by the Mayor, and he understands concerns of employees, all of these need to be addressed, however given the time table, he supports the Career Service staff on this, and would like the questions/problems that have arose today to be looked at. Board member Bonner affirmed Board member Kilroy's comment on how this task was to be completed by Career Service staff per City Council.

**Board member Williams** stated that the reality is we need to do this for staff, but we do need to make the tables easier to understand, and she understands the concern of employee who have presented today.

*The Board approved the most recent draft of Rule 13.63 unanimously on Public Hearing Notice No. 357.*

- G. Public Hearing Notice 358** - Proposed Revision of Career Service Rule 13 Pay for Performance. Peter Garritt, HR Supervisor of Employee Relations will be presenting summary of changes.

This change will eliminate the term "PEP Evaluation End Date". Employees hired after December 31, 2007 will receive any applicable merit increases and merit payments effective on the date their evaluation period ends. This date will be referred to as the "Merit Date" in the rules. This is a change from the current rule which provides that employees will receive applicable merit increases and merit payments at the beginning of the first pay period following the end of the employee's evaluation period. Employees haired after December 31, 2007, will have their Merit date set at either the sixteenth of the month of hire or the first of the following month, whichever is the date closest after the date of hire. This is a change from the current rule which sets the end of the evaluation period as the first of the month following the date of hire. Roberta Monaco presented the changes in the table in Rule 13-60, which provides the amount of step increases associated with various PEP ratings. Three changes were recommended: (1.) we will replace word "between" to "from" to clarify that all

steps are eligible, (2) clarify that employees on step 18 and 22 are eligible for the merit payment, and (3) the range of steps eligible for a 3 step increase for exceptional ratings and two step increase for successful ratings has been increased from step 9 to step 10 in non-exempt classifications, and from step 11 to step 12 in exempt classifications.

**Board member Kilroy** asked if this was approved for legality. Linda Davison affirmed this was.

**Frank Kemme, Sr. Engineer** - a registered speaker supports this rule. This is a step in the correct direction for open ranges for pay for performance. He would like to see an update to hold Supervisors and Managers accountable for PEPR's because this lowers employees moral when they do not receive on time, and the employee doesn't know what they are suppose to be doing or how they could improve. He would like to see a development in the system to accelerate employees to mid scale more quickly, such as a successful being 3 steps. Most of the employees that leave is because of them being below mid step.

**Mike Anderson, Sr. Engineer** – a registered speaker also supports this rule, and agrees with Mr. Kames' suggestions above.

*The Board approved Rule 13.63 unanimously on Public Hearing Notice No. 358.*

**VII. New Cases: None**

**VIII. Pending Cases:**

**A.** Michelle Felix, Appellant vs. Department of Human Service, Appeal No. 46-07.

*IT IS THEREFORE ORDERED that Appellant's Petition for Review is DENIED, and the Hearing Officer's Order Dismissing Appeal dated August 23, 2007, is AFFIRMED.*

**IX. Executive Session:** The Board closed the Public Hearing for Executive Session at 12:30 and reopened the board meeting at 1:12 p.m.

**X. Adjournment** The Board adjourned at 1:15