

Career Service Authority Board Meeting #2068

Minutes

Thursday, March 1, 2007

5:00 P.M.

Webb Municipal Building

201 West Colfax, Fourth Floor, Room 4.F.6

Present: Co-Chair Ashley Kilroy (Absent)
Nita Henry (Absent)
Tom Bonner – Acting Co-Chair
Luis Toro
Kit Williams

I. Opening - The Board opened the March 1, 2007 meeting at 5:04 p.m.

Approval of Agenda – March 1, 2007

The Board approved unanimously the agenda for the March 1, 2007 Board meeting.

Approval of Minutes – February 15, 2007

The Board approved unanimously the minutes for the February 15, 2007 Board meeting

II. Board Comments: Board Member Bonner will not be present for the April 19th Board meeting.

III. Director's Briefing:

A. Division Director Bruce Backer – The **5281 Awards ceremony** will be held Tuesday March 6th in the Seawell Ballroom, 6 – 9 p.m., 14th and Curtis in the Denver Performing Arts Complex.

B. Division Director Bruce Backer - **Pay Flex Update** – There has been a dramatic improvement in terms of wait time for employees calling into Pay Flex, but CSA staff is not satisfied the Pay Flex call center is where it should be. For example, the call center staff continues to ask employees for social security numbers when employees call in. CSA has been in contact with two alternative companies to explore the feasibility of changing providers, the services provided, etc. A meeting will be held next week to discuss. Mr. Backer will update the Board at their March 15th meeting.

C. Division Director Bruce Backer and Dani Brown, HR Advisor – **Elected Clerk and Recorder Update** – City Council asked CSA to collect salary information for the new elected Clerk and Recorder position that will take office on July 16, 2007. (The Charter changed in 2003 and the Career Service Board no longer establishes pay for elected positions.) After reviewing the data, City Council opted to tie the pay to the pay of Denver's City Auditor. The salary for the new elected Clerk and Recorder was approved on first reading at City Council last Monday. The salary will be \$125,924.

The new Charter language combines the current Clerk and Recorder office with the current Election Commission office. Employees of the Clerk & Recorder are already Career Service employees. The Election Commission employees are City employees but they are not Career Service employees. There are no merit system requirements.

Unlike past occasions where employees from outside agencies were integrated into the Career Service system by grandfathering, the new Charter language includes a statement that the Election Commission employees will continue to be employees after July 16, 2007 "...if the employee qualifies to retain the position in accordance with the rules of the Career Service Board." [Actual language: 9.2.1 (E) (xiv) states "...Any employee of the Denver Election Commission as of July 16, 2007 and formerly excepted from the Career Service pursuant to this section shall retain his or her position as an employee of the Clerk and Recorder if the employee qualifies to retain the position in accordance with the rules of the Career Service Board."]

CSA is establishing an internal committee to prepare for the transition of the Election Commission into the Career Service system. A decision has to be made as to what it means for those employees to "qualify to retain the position in accordance with the rules of the Career Service Board." That decision will be the springboard from which other decisions are made. CSA Director Don Cordova recommends that a Board member(s) participate on this committee. A committee meeting will be set once the meeting participants have been identified. It is our desire to move as quickly as possible with transition plan decisions to alleviate consternation and create as smooth a transition as possible. We expect to meet weekly or every other week at least initially.

The Board is interested in participating on this transition committee. They would like to discuss the best approach for participation with all the Board members and will advise CSA staff.

- D. Division Director Bruce Backer – **Spot Bonus Update** – HR leaders from major City departments and the Mayor's office met with the General Government Committee of City Council to make spot bonus recommendations and the recommendations were passed on first reading last Monday. This allows employees to be recognized for amounts between \$25.00 and \$150.00. The Library, Public Works and DHS already have a plan. A Spot Bonus is treated as compensation and taxed accordingly. City Council also expressed interested in the success of the performance bonus.
- E. Classification Supervisor Roberta Monaco – **Pay Survey Timeline Update** – Ms. Monaco shared highlights of the timeline for the annual Pay survey: CSA staff will meet with agencies and departments between March 12th and March 18th to discuss findings and gather feedback. Recommendations will be officially posted on March 15th. The Board's two pay survey hearings will be held on April 5th and April 19th. There will be a moratorium for classification and pay plan changes between April 19th and July 1st so that there is no conflict between those changes and any pay survey recommendations. The recommendations will go to City Council's General Government Committee on May 8, and the effective date of any pay survey changes will be July 1, 2007.
- F. Board Member Toro asked about status of **NCIC Agents** to see whether their issue would be resolved prior to the moratorium. Staff affirmed that those recommendations will be brought to the Board at their next meeting on March 15, 2007.

IV. Public Comments: None

V. Items for Public Hearing and Board Approval:

- A. **Public Hearing Notice 343** – Proposed addition of Career Service Rule 9-67, **Golf Lesson Stipend**. Compensation Supervisor Roberta Monaco presented this recommendation which is based on a request from the City Attorney's Office. It allows Golf Pros to retain 84% of the fees charged for golf lessons and the remaining 16% goes to the City. Mr. Scott Rethlake, Director of Golf, asked that a clarification be made in the rule so that when an employee earns the Golf Stipend s/he is not eligible to be paid his/her regular salary at the same time. Mr. Rethlake was registered to speak, but with the clarification update added he was satisfied. There were no other speakers.

The Board approved unanimously Public Hearing Notice 343 with the clarification.

- B. **Classification Notice 1219** - The proposed change amends the Classification and Pay Plan by **changing the title of Collection Development Librarian to Selection Librarian**. Classification Analyst Vivian Atkins presented the recommendation to change the title. There were no speakers.

The Board approved unanimously Classification Notice 1219.

- C. **Classification Notice 1220** - The proposed change amends the Classification and Pay Plan by **adding Systems Librarian**. Classification Analyst Vivian Atkins presented the recommendation. There were no speakers.

The Board approved unanimously Classification Notice 1220.

- D. Classification Notice 1221** - The proposed change amends the Classification and Pay Plan by **changing the title of Children's Collection Specialist to Collection Specialist**. Classification Analyst Vivian Atkins presented the recommendation. There were no speakers.

The Board approved unanimously Classification Notice 1221.

- E. Classification Notice 1222** - The proposed change amends the Classification and Pay Plan by **changing the pay grades of Associate Plans Review Technician** from 617-E to 618-E, **Plans Review Technician** from 615-E to 616-E and **Senior Plans Review Technician** from 620-E to 621-E. The proposal also **adds Plans Review Supervisor** and **abolishes Zoning Specialist**. Classification Analyst Pat Anderson presented the recommendation. Pat Anderson extended her thanks to Tina Scardina in PW and Janice Alexander in CPD with their assistance with this project. There were no speakers.

The Board approved unanimously Classification Notice 1222.

VI. Presentations to the Board:

- A.** Marcia Cunningham –**Utilization of in-house training classes to earn college level credits** and/or to fulfill part of the equivalency requirements for employees applying for City jobs and who lack minimum educational requirements. Board Member Bonner requested this presentation so a decision can be made as to whether the City can allow an equivalency of certain in-house training courses in lieu of minimum education requirements for City jobs

Team Leader Marcia Cunningham led a presentation by reviewing the mission, vision and philosophy of the Training and Organizational Development division of CSA and she explained the types and level of training that CSA offers. The focus of the presentation turned to LEAD, DOCS, APEX and GOALS. LEAD is designed for managers, GOALS for supervisors and APEX for administrative professionals. DOCS is also a supervisory training course and it is currently the only program that allows substitution (allows employees to take classes in lieu of passing the supervisory assessment for City jobs). The model of LEAD, APEX and GOALS training programs was presented such as the requirements of the programs, and their funding. Sr. Trainer Rob Moody presented thoughts for discussion including accreditation costs and accreditation review process; learning, experience and equivalency objectives; accessibility of training for employees; and the equity between internal and external job candidates for allowing the equivalency. Mr. Moody explained that College Education Units (CEUs) and their importance toward accreditation are determined by an outside organization.

Board Member Bonner said that this approach would be good for the City, good for employee morale and because the City has an excellent training program it should count toward CEUs wherever possible. The Board is not concerned about internal/external equity per se since access to education is currently so variable. The Board instructed staff to continue pursuing the approach of earning CEUs for employees taking certain CSA courses and to come back before a year is over and present findings.

- B.** Bruce Backer - Compensation - **Update on the Long Term Compensation Plan**. Bruce asked to postpone until the March 15th meeting when all Board Members can be present. This was agreed upon by present board members.

VIII. Pending Case: None

IX. Executive Session: None

X. **Adjournment:** The Board adjourned at 6:12 p.m.