

Career Service Authority Board Meeting #2077
MINUTES
Thursday, July 19, 2007
9:00 A.M.
Webb Municipal Building
201 West Colfax, Fourth Floor, Room 4.F.6 and 4.G.2

Board Members: Co-Chair Ashley Kilroy
Co-Chair Nita Henry (*absent*)
Tom Bonner
Luis Toro
Kit Williams (*absent*)

I. The Board opened the meeting at 9:00 a.m.

A. Approval of Agenda for the July 19, 2007 Board Meeting.

The Board approved unanimously the agenda for the July 19, 2007 Board meeting.

B. Approval of Minutes for the July 5, 2007 Board Meeting.

The Board approved unanimously the minutes for the July 5, 2007 Board meeting.

C. Approval of Minutes for the June 21, 2007 Board Meeting.

The Board tabled the minutes for the June 21, 2007 Board meeting due to not having a quorum of Board members who were in attendance

II. Board Comments: None

III. Director's Briefing:

A. Dani Brown Co-Director at CSA updated the Board on the DOC'S (Demonstration of Competence for Supervisor) program that was placed on hold last year. This program would allow employees to take this Supervisor Training as an alternate to taking the Supervisor Test. This program was placed on hold due to the review of the core competencies and the end of program assessment to see if it was in line to the actual test that was given. Career Service has received several requests from Managers within the City to start this program up again. Dani reviewed with the Career Service Training Department the opportunity of starting this program up again. Dani Brown announced that Career Service will be accepting applications for this class the end of August 2007. She has also reviewed with the Recruitment test development staff and found that the Supervisor Test has been revised, to include more multiple choice questions. The higher lever supervisor test will have open ended questions. Dani will be reviewing the functions and priorities with the Training staff.

Board Member Kilroy asked that Training and Testing keep an eye on this because of the tweaking and changes in both areas.

B. Heather Britton, Benefits Supervisor, briefed the Board on the issues we, as the City, have been having with the PayFlex administration, and how employees are not satisfied with the service. Upon the review of these problems, the Salary Redirection Committee has elected to change the flex carrier. This will be Discovery Benefits. A letter was sent to PayFlex ending their service as of August 17, 2007, and at that time we will have a 2 week black out period where no claims will be

able to be processed. Discovery will become the carrier as of September 1, 2007. The reason for doing this now is to avoid having 2 administrators at the end of the year, and also open enrollment.

Board Member Bonner is glad to hear of the turnover, and the pro-active process Benefits has taken to resolve this problem.

C. Bruce Backer, Co- Director of Career Service gave the Board results on the survey that was completed for the Classification & Compensation area. This survey was created to get the input from employees, supervisors & managers that have been audited, reclassified, etc. for an assessment of service provided. The initial results of the survey in the first quarter of 2006 showed that under "Quality" 78% agreed that this met their needs, and under "Overall Satisfaction with the Audit" 74% agreed that this process met their needs. The second quarter of 2007 results reflected a marked improvement. The Quality satisfaction measure improved to 100% and the Overall Satisfaction with the process improved to 93%.

IV. Public Comments: None

The Board voted in to have an Executive Session from 9:16, and to reopen the Board meeting in 15 minutes for the Public Hearing, which starts at 9:30 a.m.

V. The Public Hearing opened at 8:35 a.m.

A. Public Hearing No. 350 – Hameed Pousti, Classification/Compensation Analyst presented the modification of the existing base-wage/fringe-benefits for the class of workers titled "Building Engineer & Teledata Technician".

In accordance with the Denver Revised Municipal Code, Section 20-76 © (3), a yearly review was conducted concerning the pay and fringe benefits for the prevailing wage class of "Building Engineer". On June 21, 2007, information was received that the pay and fringe benefits for this prevailing wage class of workers has been changed. Notice of the proposed increase was posted in the Daily Journal as well as all designated bulletin boards on July 2, 2007. The proposed changes are now being submitted to the Career Service Board for approval.

	<u>Current</u>		<u>Proposed</u>	
<u>Building Engineer:</u>	Base Rate	Fringe Benefits	Base Rate	Fringe Benefits
	\$24.16/hr.	\$5.80/hr.	\$25.20/hr.	\$6.07/hr

2007-MSEC-Colorado Front Range Compensation Survey shows the following rates for Denver/Boulder Geographical Location: Weighted Average: \$25.20/hr (used as base rate); Median: \$25.15/hr; Mean: \$24.30/hr. 2005-2081, Rev No. 3, Dated 05/29/2007 was used to calculate benefits:

- Health & Welfare: \$3.16/per hour
- Vacation: (4 weeks after 15 years): \$1.94
- Holidays: (A minimum of 10 paid holidays per year): \$0.97

Section 20-76 of the Denver Revised Municipal Code (DRMC) pertains to Prevailing Wage. This section requires in part, that every worker, mechanic or other laborer employed by any contractor or subcontractor in the work of drayage or of construction, alteration, improvement, repair, maintenance or demolition or engaged in the work of a doorkeeper, caretaker, cleaner, window washer, porter, keeper, janitor, or in similar custodial or janitorial work for or on behalf of the City shall be paid not less than the wages prevailing for the same class and kind of work in the city as determined by the career service board. Section 20-76 c) (3) requires Career Service Authority to determine, after hearing, the prevailing wages for the various classes of laborers, mechanics, and workers which will be required in the performance of work covered by this section but not be covered by the Davis-Bacon Act, which determinations shall be made periodically at least once per every year. In accordance with the DRMC, a review of the above listed prevailing wage classifications was conducted. It is recommended that the pay

and/or fringe benefits for the above listed class of workers be adopted in accordance with section 20-76 c) (3) of the Denver Revised Municipal Code.

There were No speakers registered, and no public speakers, and no comments from the Board.

The Board approved unanimously Public Hearing Notice 350.

- B. Classification Notice 1241** - The proposed change of the Classification and Pay Plan by adding Photo Enforcement Agent was presented by Hameed Pousti, Classification and Compensation Analyst. Hameed gave the Board a short history on this classification stating that on September 1995, the Career Service Authority created the "Parking Control Agent" (PCA) class to enforce compliance through the issuance of citations for violations of the DRMC, rules, and regulations governing parking violations. On April, 2003, the "Parking Control Agent" (PCA) was modified to include photo-radar speed enforcement function by the Denver Police Department therefore the title was changed to the "Vehicle Control Agent" (VCA). The concept behind this modification was to allow usage of a single class inclusive of both parking and speeding violations.

The "Vehicle Control Agents" (Photo Enforcement Agents) currently working at the Police Dept. are responsible for documenting (photo) speed and red-light violations in the City and County of Denver. In accomplishing this job responsibility, the incumbents are required to use photo radar vans and monitor the red-light compliance with posted speed limits and red-light traffic control devices to ensure proper operations of the equipment. Due to the unique functionality of the work there is a need for a different set of skills/tools/tactics to accomplish the job assignments. Because of that, the recent recruiting practices under the "Vehicle Control Agent" to fulfill the (DPD) hiring needs hasn't been productive therefore; creation of a new class title seems to be inevitable. On March, 2007, the Career Service Authority received a request from the Denver Police Department regarding the need to create a specific class as "Photo Enforcement Agent" (PEA) to enforce the Photo/Red-Light compliance with posted speed limits and red-light traffic control devices through setting up and monitoring photo-radar equipments and monitoring automated red-light camera enforcement locations/equipment/procedures. This is to ensure proper operations of Photo Enforcement activities based on established criteria and issuance of violation citations. The pay for "Vehicle Control Agent" (VCA) is currently based on an internal relation to the "Animal Control Investigator" (ACI), (613-N), based on comparable duties, responsibilities, and minimum qualification requirements. The "Animal Control Investigator" (ACI) is a benchmark class, which was reviewed in the 2007 pay survey. The analysis shows both these classes are involved in enforcing compliance in accordance with established laws, regulations, rules, instructions, etc. Also, they are responsible for issuing/reviewing legal summons, testifying in court of law, providing information and answering to the public questions. The "Photo Enforcement Agent" must enforce the Photo/Red-Light compliance with posted speed limits and red-light traffic control devices, issues citations, and testifies in the court of law. Based on this internal relationship, the analyst recommends the same pay grade (613-N) for the "Photo Enforcement Agent". We have 6 employees that this will impact with no budget impact, and this new class will function in the DPD Photo Radar unit. The effective date of this would be the first pay period following approval by the Career Service Board and contingent upon City Council approval.

Board Member Kilroy asked Hameed to clarify where these positions currently were. Hameed stated the VCA is currently used by the PW/Parking Mgmt and the DPD-Photo Radar Enforcement., however the Police dept. will have the Photo Enforcement Agent class based on their needs, and Parking Management will have the Vehicle Control Agent based on their needs.

Board Member Toro asked Ms. Dineen, a registered speaker, if this was established to allow this class opportunity to grow, if need be. Ms. Dineen stated that the Photo Enforcement was shut down in early 2002, and resumed later in 2002 due to some complications. The Red Light enforcement, digital technology and radar require employees to have a higher skill set which would support the opportunity to grow. Board Member Toro asked if these employees would be considered experts and testify. Ms. Dineer said no, but they may testify to the basic operation. She also stated that she was in support of this change.

No other speakers attend the board meeting, and no other comment was from the Board.

The Board approved unanimously Classification Notice 1241.

- C. Classification Notice 1242** - The proposed change amends the Classification and Pay Plan by changing the title of Crisis Mediator to Victim Specialist, this was presented to the Board by Hameed Pousti, Classification and Compensation Analyst. The proposed class was originally created as "Crisis Mediator", during JAJE conversion project, in September 1995. On February 2002, the job spec was revised into the new format. The following proposed revision changes the job title to "Victim Specialist", along with updating the current job spec in order to facilitate the recruitment needs inquired by the agency. Currently, the "Crisis Mediator" (Victim Specialist), acts as an agent for the Victim Assistance Unit (VAU) of the Denver Police Dept (DPD) to provide crisis intervention, advocacy, information and referral to victims/witnesses to crime, and stark misfortune. This class provides on scene crisis intervention services including death and emergency notification and providing on going training throughout (DPD) or off site locations. One of the roles of the (VAU), specifically the "Crisis Mediator" (Victim Specialist), is to maintain departmental compliance with the Colorado Victim Rights Act (C.R.S. 24-4. 1-301) that provides for specific services and information to be provided to victims of and witnesses to specified crimes by the investigating law enforcement agency. The following revisions should more accurately specify the role of the "Crisis Mediator" (victim Specialist) in relation to the victims/witnesses. Historically, the (VAU) has had some difficulties with its recruitment practices to fill the needed position(s). Despite the listed requirements and duties the applicant pool received a number of applications that list experience related to mediation of varying types or other qualifications that had little or no relevancy to the mission of the (VAU). The pay for "Crisis Mediator" is currently based on an internal relation to the "Victim Advocate". The "Victim Advocate" is a benchmark class with a defined market value. The analysis shows that both "Crisis Mediator" (Victim Specialist), and "Victim Advocate" are involved in providing assistance to the victims/witnesses and making appropriate referrals therefore, the analyst recommends to maintaining the current pay relationship. There are currently 7 employees as "Crisis Mediator" working for the Denver Police Dept which will be moved into the "Victim Specialist" with no budget impact, and 1 vacant position reporting to the Director of Victim Assistance Unit, which reports to Commander of the Crimes Against Persons Bureau, Captain Jon Burbach, which reports to the Division Chief of the Criminal Investigations Division, David Fisher, which reports to the Denver Chief of Police. The effective date would be the first pay period following approval by the Career Service Board and contingent upon City Council approval.

Mr. Scott Snow, registered speaker, acknowledged Hameed Pousti and Tyrone Abeyta for the work polishing the job spec. and title change, and was present if the Board had any questions.

No other speakers or comments from the Board.

The Board approved unanimously Classification Notice 1241.

VI. Pending Cases:

- A. Jared Simpleman**, Appellant vs. Department of Safety, Appeal No. 31-06.
The Board moved to deny the appeal with the opinion to follow.
- B. Andre Ray**, Appellant vs. Department of Safety, Appeal No. 57-06.
Case held for the August 2, 2007 board meeting for review.

The Board closed the Public Hearing and went into Executive Session at 9:50 to discuss personnel matters.

The Board reopened the Board meeting at 10:54 a.m.

The Board adjournment at 10:55 a.m.