

**Career Service Authority Board Meeting #2076**  
**Minutes**  
**Thursday, July 5, 2007**  
**5:00 P.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. Opening -** *The Board meeting opened by Board member Kilroy at 5:05 p.m.*

**A. Approval of Agenda – July 5, 2007**

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

**B. Approval of Minutes - June 21, 2007**

*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.** Update on training equivalency – Update was not ready and will be presented at a later meeting.
- B.** Briefing on Total Compensation Statement-Presented by Heather Britton. The statement will include all employees pay, benefits, and retirement will be sent out July 13<sup>th</sup> payroll in relation to pay survey. Pay survey will be represented on this statement. Agencies will be able to distribute them directly to employees with paycheck on July 13<sup>th</sup>. Board member Bonner asked about the feedback from last year, and Heather stated she had not heard anything negative so that is why we are doing it again. The Board agreed that this is a good idea for employees to understanding their compensation. Board member Kilroy wanted to clarify what all of the amounts on the statement meant, and only annual accrual of sick time is listed on the statement. Heather reviewed to clarify.
- C.** Docs Program and Election Commission Updates-Docs information was not ready and will be presented at a later meeting. The Election Commission transition is almost done. Positions not filled now will be filled by turnover because funding was not there to make this possible. Board member Toro was curious about the number of conversions which Acting Co-Director Dani Brown stated there was, and the one that had not converted at this time.

***Board went into Executive Session from 5:15p.m. to 5:30 p.m. Re-opened at 5:30p.m. for Hearing Office Quarterly report, and Public Hearing.***

**IV. Hearing Office Quarterly Report:**

Valerie McNaughton reported to the Board that during the second quarter of 2007, the Hearing Office obtained a reclassification of its ASA III position to that of Court Technical Clerk, which is more in line with the actual duties of the position. Website Training was obtained training for the Chief Hearing Officer and Law Clerk which will allow the Hearing Office to update its website in-house and more quickly get recent decisions into the digest and to the users. The Hearing Office will be trying to resolve issues within 60 days. The numbers overall are better at this time than they were a year ago. A new procedural guide was completed today to promote a better understanding of the process for all parties.

In the first half of 2007, pending appeals were resolved within an average of 2 1/2 months from the date of filing. This is a reduction of almost a month in the length of time it took to resolve the average appeal in 2006. This was achieved largely by implementing an immediate internal review of jurisdictional issues apparent from the appeal documents, without waiting for the City Attorney's office to raise obvious issues via motion to dismiss. The Hearing Office continues to meet the Board's timeliness guidelines for setting hearings within 60 days of filing, & issuing decisions within 45 days of the close of evidence. The chart below shows this quarter's activity in the last column, as compared to activity from January 2006, by quarter.

	1 <sup>st</sup> Q 2006	2 <sup>nd</sup> Q 2006	3 <sup>rd</sup> Q 2006	4 <sup>th</sup> Q 2006	1 <sup>st</sup> Q 2007	2 <sup>nd</sup> Q 2007
Pending Appeals	16	15	34	40	25	19
Closed Appeals	53	18	32	23	28	27
Decisions Issued	15	5	4	16	18	12

**V. Public Comments: None**

**VI. Items for Public Hearing:**

**A. Public Hearing No. 349** – Roberta Monaco Proposed Revision of Career Service Rule 9-50 E Pay adjustment within the salary range. Changes were made to clarify the language of the proposed rule. Section III is where the language change is clarified from the first document. Clarification that the new hire has to fall under command of Supervisor in order for Supervisor to get pay adjustment. Manager I and above will not be eligible for adjustment. Luis wants to make clear what the change means in the first paragraph. The new rule makes the adjustment based on the subsequent hire. If this does not happen then the Merit increase would be at risk. Acting Co-Director Bruce Backer explained that this would have been a problem and the market adjustment justifies this new change. Roberta stated that she had talked to Ed Bagwell and he would not be speaking. The Career Service Authority (CSA) has proposed that Career Service Rule 9-50 E Pay adjustment within the salary range be revised.

- This proposed revision continues the practice of allowing agencies to adjust an employee's pay within their salary range in order to eliminate pay inequities caused by market conditions.
- It eliminates the current requirement in the rule that a new hire must be at a higher pay step than an existing employee before the rule can be applied.

The intent of this rule change is to allow agencies more flexibility in adjusting salaries to address pay inequities caused by market conditions.

***The Board approved unanimously Public Hearing Notice No. 349.***

**B. Classification Notice 1236** – Pat Anderson reviewed that the proposed change that amends the Classification & Pay Plan by adding Management Analyst I, Management Analyst II, Management Analyst III, Management Analyst IV & Management Analyst Supervisor. CSA is also changing the pay grade of Associate Statistical Researcher from 806-A to 807-A & changing the pay grade of Research Supervisor from 811-A to 812-A. We are abolishing Administrative Analyst, Business Analyst Supervisor, Aviation Parking Reconciliation Analyst, Police Research & Development Supervisor, Data Network Inventory Analyst, Regulatory Reform Analyst, Senior Regulatory Reform Analyst, Administrative Assistant to the City Auditor, Water Conservation Analyst & Public Work Human Resources Administrator. Most employees will move pay to pay with budget increases to the Dept. of Parks & Recreation, Technology Services, & the Dept. of Safety. Currently the impact on the budget for Dept. of Finance, Office of Economic Development, & the Dept. of Human Services can not be determined. Some Management Analyst II & Management Analyst III positions will report to Management Analyst Supervisor positions; however, most of these classes will report to a variety of management or supervisory positions. Management Analyst IV & Management Analyst Supervisor positions will report to various management positions. According to Rule 7-41 Annual Classification

Maintenance Changes: Changes to the classification & pay plan will be effective on the date of the first pay period following approval by the Career Service Board & contingent upon City Council approval. A questionnaire was sent out to clarify what each position was doing & how they would be reclassified. At this time we are still waiting for a limited number of surveys to be returned. Internal equity was used when deciding how to classify these positions. Analysts II was set at 809 A to be compatible with CSA positions, very analytical type work. Analyst I is set two pay grades lower due to it being an entry-level position. Analyst IV & Supervisor were set at the same pay grade set at 812 A, not to punish those who do not want to supervise others. 32 employees were upgraded & only 1 person was down graded due to their duties. Human Services has been completed & they will move on to the next agency. There will be a \$2,848 dollar impact to the budget. Board member Kilroy wanted to know from the directors where we were on the classifications. Acting Co-Director Bruce Backer stated that this will be ongoing due to work & reconstruction of organizations. Classes will always be evolving & we are committed to staying on top of these situations. Board member Kilroy wants to stay on track with utilizing a broader set of classifications. Acting Co-Director Bruce Backer said that each business will present a new situation that may require a unique classification. Recruiting is also a factor in using a broad classification but position evolution has always been the overlaying issue.



Class No 1236 -  
Analyst Study bdrpt.

***The Board approved unanimously Classification No. 1236.***

**C. Classification Notice 1237** –Acting Co-Director Bruce Backer reviewed that the proposed change amends the Classification & Pay Plan by adding the following classes: Environmental Public Health Investigator I, Environmental Public Health Investigator II, Environmental Public Health Analyst I, Environmental Public Health Analyst II, Environmental Public Health Program Administrator, Senior Environmental Public Health Program Administrator, Environmental Public Health Program Supervisor, & Environmental Public Health Manager. The result will be a \$142, 864 impact on the annual budget. Approval memos have been distributed to managers in those departments & are waiting for signatures to return. The Environmental Public Health Investigator I & II will report to the Environmental Public Health Program Supervisor along with the Environmental Public Health Analyst I. Environmental Public Health Analyst II, Environmental Public Health Program Administrator, & Senior Environmental Public Health Program Administrator classes will report to the Environmental Public Health Manager. A specialist or Senior role may be included into this classification in the future, pay grades established will provide for this addition. Employees were interviewed in the process of the determinations, with about six or seven abolishment’s. Public data was used in determining pay & classification. According to 7-37 A if it is determined, as a result of an audit or maintenance study, that changes to the classification & 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.



Class No 1237-Envi  
HealthStudy - Brd Rpt

***The Board approved unanimously Classification No. 1237.***

**D. Classification Notice 1238** –Pat Anderson reviewed that the proposed change that amends the Classification & Pay Plan by changing the pay grade of Contract Administration Supervisor from 808-A to 810-A.

<u>Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade</u>	<u>Proposed Pay Grade</u>
CA0750	Contract Administration Supervisor	808 A	810 A

The Contract Administration Supervisor class has been revised & updated & on the class specification it was clarified that Contract Administration Supervisors supervise Contract Administrators. At the present time, both Contract Administration Supervisors & Contract Administrators are compensated at the same pay grade, 808 A. Therefore, the pay for the Contract Administration Supervisor class has to be changed to reflect CSA's compensation practices. One person at this time in this position at DIA. It is recommended that the Contract Administration Supervisor be compensated at pay grade 810 A. This recommendation is based on CSA compensation practice that allows two to three pay grades or 10% to 15% between a supervisor & the highest level subordinate.

There is no impact on the employee & no budget impact. Employees will move pay to pay. The Contract Administration Supervisors may report to a variety of different classes. If it is determined, as a result of an audit or a maintenance study, that changes to the classification & 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, Section 7-37 A.

***The Board approved unanimously Classification No. 1238.***

- E. Classification Notice 1239** –Pat Anderson reviewed that the proposed change amends the Classification & Pay Plan by adding Booking Specialist & abolishing Theatres & Arenas Business Manager.

***ABOLISHMENT*** of Classification Title for Theatres & Arenas Business Manager at Pay Grade: 810-G

***NEW CLASSIFICATION TITLE*** of Booking Specialist at Pay Grade 809-G

No current CSA job class adequately comprehends the duties & responsibilities that are described by the proposed Booking Specialist class. These responsibilities include negotiating the prices & contractual terms of a high volume of prospective events in a variety of City venues. Such duties are described by the Theatres & Arenas (T&A) Business Manager class. This class, however, also requires the exercise of full, formal supervision & is no longer used by T&A. With T&A's agreement, abolishment of T&A Business Manager is proposed in conjunction with the creation of Booking Specialist. The relationship between the performance level of Booking Specialist (an *advanced* full performance level professional class) & Booking Coordinator (a full performance level professional class) exists among a number of CSA's professional classes. The pricing & contractual negotiations assigned to Booking Specialist, together with their high volume, constitute advanced full performance professional work. The only difference between the two classes is that it will not be a Supervisory role. The pay grade difference will be a two step difference with no impact on the budget.

*Board member Toro asked if this revised classification would be usable for Theatres & Arenas only or would it be useful more generally. Pat Anderson stated that this classification would be useful more generally.*

Pay at the grade 809-G level, which is proposed for Booking Specialist, establishes a two pay grade differential between it & Booking Coordinator. This is the conventional differential between the full performance level & the advanced full performance level among CSA's professional classes. Pay for Booking Specialist at grade 809-G also reflects a 16.8% difference between Booking Specialist & the pay level of the position that supervise the existing position that will be reclassified at Booking Specialist. This position is classified as Manager of Arenas, a class that is paid at grade 811-A. The 16.8% separation between this managerial class & Booking Specialist is consistent with CSA compensation practice.

The position of one full time employee in T&A, which is currently classified as Booking Coordinator, will be reclassified as Booking Specialist. As reclassification of positions is pay-to-pay, the reclassification of the Booking Coordinator position in T&A will have no budget impact. The existing position that will be reclassified as Booking Specialist reports to the Manager of Arenas & has no subordinate positions reporting to it. Per Career Service Rule 7-98, the effective date will be the date of the first pay period following approval by the Career Service Board & contingent upon approval by City Council.

***The Board approved unanimously Classification No. 1239.***

- F. **Classification Notice 1240** –Roberta Monaco reviewed that the proposed change amends the Classification & Pay Plan by adding Paramedic Field Supervisor.

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CH2275	Paramedic Field Supervisor	810-H

The Denver Health Medical Center asked CSA to develop a classification to mirror their Paramedic Field Supervisor – Lieutenant Classification so that CSA employees would have the ability to apply for & promote into vacancies at the Hospital. The Paramedic Field Supervisor’s general statement of duties & responsibilities states that this classification supervises paramedics in the field as a member of an ambulance crew, as an independent street supervisor, & also provides pre-hospital emergency care/transportation of the sick &/or injured. This is a request to establish a unique classification at the request of Denver Health. This is consistent with CSA classification procedures & rules.

*Board member Toro asked if CSA employees at Denver Health can convert to either CSA or Denver Health Authority at their choosing. Roberta answered that the CSA employees were gradually moving to the Denver Health Authority. Acting Co-Director Dani Brown added that when a classification breaks away from a broad classification that it is most likely due to a license or special training is needed.*

It is recommended that the Paramedic Field Supervisor be compensated at the 810-H pay grade based on the midpoint salary of both the CSA & DHMC classifications being within less than 1% of each other.

CSA – Paramedic Field Sup	810-H	Midpoint	\$60,678/yr
DHMC – Paramedic Field Sup	E43	Midpoint	\$61,027/yr

The actual percentage of difference between the CSA & DHMC classifications is – 0.57%.

Also, the pay relationship between the Paramedic Field Supervisor & the Paramedic is two grades. CSA compensation practices support a two to three pay grade (10% to 15%) separation between the highest level subordinate & the supervisor. No employee impact, no incumbents in this class & the Paramedic Field Supervisor reports directly to the Chief Paramedic & supervises paramedics in the field. Changes to the job specification are effective the first pay period following the approval of the Career Service Board.

***The Board approved unanimously Classification No. 1240.***

**VII. New Case:**

- A. **Susan Foley**, Order for the Board to grant Agency/Petitioner’s Appeal No. 19-06A, to be withdrawn.
- B. **Jared Simpleman**, Appellant vs. Department of Safety, Appeal No. 31-06.

*Case held for the July 19, 2007 board meeting for review.*

**C. Andre Ray, Appellant vs. Department of Safety, Appeal No. 57-06.**

*Case held for the August 2, 2007 board meeting for review.*

**VIII. Executive Session:** *the Board went into executive session at 6:10 p.m., & re-opened the board meeting at 6:49 p.m. stating that cases will be decided on at future board meetings.*

**IX. Adjournment: 6:50 p.m.**