



**DENVER**  
THE MILE HIGH CITY

**Career Service Authority**

Denver's Human Resource Agency

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## **Career Service Authority Board Meeting #2105**

### **Minutes**

**Thursday, September 18, 2008**

**9:00 A.M.**

**Webb Municipal Building**

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

**Luis Toro (Co-Chair)**  
**Tom Bonner (Co-Chair)**  
**Felicity O'Herron**  
**Nita Henry**

**I. Opening: The Board meeting opened at 9:00 p.m.**

**A. Approval of the Agenda for the September 18, 2008 Board Meeting**

*The Board approved unanimously the Agenda for the September 18, 2008 meeting.*

**B. Approval of the Minutes for the September 4, 2008 Board Meeting**

*The Board approved unanimously the minutes for the September 4, 2008 meeting.*

**C. Kit Williams Bids Farewell**

*The Board recognized outgoing CSA Board Member Kit Williams who addressed the Board and expressed her gratitude to the Board and CSA staff for making her tenure on the Board enjoyable. The Board thanked Kit for her service and spoke of their appreciation for her perspective on issues.*

**II. Board Comments: None**

**III. Director's Briefing: None**

**IV. Public Comments: None**

**V. Approval to Post:**

**A. Revisions to written reprimand rules**

*Pete Garritt presented the information to the Board for approval. The change would allow appeals after a grievance is filed with an agency.*

*The Board approved unanimously to post for Public Hearing.*

- B.** Revision to section 9-70 of the rules regarding meal periods

*Pete Garritt presented the information to the Board for approval. The change would allow agencies to set their own lunch periods and remove the 30 and 60 minute requirements.*

*The Board approved unanimously to post for Public Hearing.*

- C.** Revisions to sections of Rule 11 LEAVE regarding vacation and sick leave including removing obsolete references to City ordinances, re-organizing these sections for better flow and removing provisions requiring vacation and sick leave use in half-hour minimum increments.

*Pete Garritt presented the information to the Board for approval which would remove outdated quotes and eliminate redundancies.*

*The Board approved unanimously to post for Public Hearing the revised version which would spell out "Family Medical Leave Act".*

**VI. Public Hearing:**

- A. Public Hearing No. 374** - modify the existing base wage and fringe benefits for the following class of workers of the prevailing wages for Sign Erector & Tree Trimmer.

*Roberta Monaco presented the information to the Board for approval. She stated that due to survey results she was recommending changes to base pay and fringe benefits.*

*The Board approved unanimously Public Hearing No. 374.*

- B. Classification Notice No. 1274** – The proposed change amends the Classification and Pay Plan by changing the pay grade of Senior Landscape Architect from 812-E to 813-E and Landscape Architect Supervisor from 814-E to 815-E. CSA is also changing the pay grades and titles of Associate Landscape Architect (809-E) to Associate Parks Landscape Planner (810-E) and Staff Landscape Architect (617-E) to Staff Parks Landscape Planner (619-E).

*Pat Anderson presented the information to the Board for approval. She stated that after discussion with Park employees she was recommending adding licensure to the classes and adjusting the pay.*

*The Board approved unanimously Classification Notice No. 1274.*

- C. Classification Notice No. 1275** – The proposed change amends the Classification and Pay Plan by adding Appraisal Data Collector.

*Blair Malloy presented the information to the Board for approval. She stated that this was a request from the Assessment Division to create a new class.*

*The Board approved unanimously Classification 1275 and requested that CSA & Assessor staff further discuss the change before submitting the Notice to the City Council.*

- D. Classification Notice No. 1276** – The proposed change amends the Classification and Pay Plan by changing the pay grade of Usher from 211-Y, 215-Y & 221-Y to 310-Z.

*Roberta Monaco presented the information to the Board for approval.*

*The Board approved unanimously Classification 1276*

**VII. New Cases: None**

**VIII. Pending Cases:**

**A. Glenn Sample vs. Department of Human Services, Appeal No. 72-07**

*The Board unanimously reversed the Hearing Officer's decision with a written opinion to follow.*

**IX. Executive Session:**

*The Board went into Executive Session at 10:13 a.m. to discuss new cases and personnel matters.*

*The Board re-opened the Board Meeting at 10:48 a.m.*

**X. Adjournment:**

*The Board adjourned meeting at 10:49 a.m.*