



May 2007

CITY InSight

News for the Employee Community of the City and County of Denver

VOLUME 2, NUMBER 5

Recruitment Process Streamlined with Revised Rule 3

As part of a continuing effort to streamline the recruitment process and become more of a strategic business partner, Career Service Authority is pleased to announce that Rules 3 and 4 covering recruiting and certification have been revised and combined into a new Rule 3: "Selection".

With the revised Rule, CSA will begin providing agencies with a variety of consultative support ranging from job postings to new hire offers. The revised Rule focuses on producing the highest qualified candidate and on removing unnecessary barriers and obstacles from CSA, the agencies and candidates.

The condensed Rule is easier to understand, supports the City's merit system principles, streamlines the hiring process for potential candidates while improving communication and reducing cycle time.

Some highlights of the Rule change include:

- Employees seeking a transfer, demotion or re-promotion must now submit an application to CSA in order to be considered for a posted vacancy, unless the vacancy is within their agency. If the position is within the agency, there is no need to apply separately and candidates may request a courtesy interview with the hiring manager.
- All recruitments will be posted for a minimum of five business days.
- Recruitments can now be limited to all City employees, or to Career Service employees eligible for promotion, or to Career Service employees eligible for transfer, demotion, re-promotion and re-hire, or to promotional candidates within a department or agency.

- Experience may be substituted for education for almost all positions, including those at the level of Manager 1 and above.
- Twenty names will be certified from the employment list for each vacancy. In addition, hiring managers will be given the list of the transfer candidates. At least three of the candidates from the employment list must be interviewed by the agency.
- Employment lists last for three months but may be extended. Previously, lists expired after a year.
- Employees on employment probation are now allowed to promote outside of their agency.
- On-call clerical employees can promote, transfer, demote, be re-employed or re-promote like any other employee.
- CSA is responsible for recruiting, testing and certifying for trainee and intern positions.
- Trainees and interns must go through the recruitment process in order to move into a Career Service position.

The Rule revision, effective May 4, was the result from feedback of City human resource professionals, hiring managers and employees, the CSA Board and benchmarking of best practices in both the public and private sectors.

Please contact the Recruitment Team at **(720) 913-5662** or jobs@ci.denver.co.us with questions. To view the Rule in its entirety, visit www.denvergov.org/csa and click on the "Rule 3" link.

FAQ'S

Q. What's the difference between an eligible list and certification list?

A. An eligible list contains all candidates that have met minimal qualifications and/or passed the appropriate examinations. A certification list contains the top twenty ranked candidates from the eligible list.

Q. If I apply for a position and get on the eligible list, how long will my name stay on the list?

A. Candidates remain on the eligible list for three months, unless the list life is extended. At that point, candidates must reapply.

Q. How do I know if I'm on the certification list?

A. CSA will notify you through U.S. or electronic mail if your name has been included on a certification list and again when that list given to a hiring authority.

Q. How does CSA determine the top 20 candidates?

A. The top 20 candidates are chosen based on a competitive examination process that combines minimum qualifications and/or special qualifications and testing. The type of test varies based on the type of job. Hiring managers are not provided the rank of these candidates. Candidates are notified by U.S. or electronic mail if their name is provided to the hiring authority.

Q. Can I transfer my test score when applying for different jobs?

A. Test scores can be transferred and used when applying for other positions that require the same test. Instructions on how to transfer scores is included in the test notification letter.

Q. How do I apply for a job?

A. To apply for a job, visit: www.denvergov.org/jobs, e-mail jobs@ci.denver.co.us or visit CSA's Test Administration Center in the WMB Atrium.



DIRECTOR'S CORNER

By Don Cordova,
Career Service
Authority Director

As we prepare to publish the revised Rule 3 on May 4, 2007, I wanted to share one of my favorite quotes that seem to capture the spirit of the efforts associated with this tremendous undertaking.

"Synergy is the highest activity of life; it creates new untapped alternatives; it values and exploits the mental, emotional, and psychological differences between people." – Stephen Covey

Thanks goes out to a large contingent of professionals that assisted **Yvette Martinez**, Recruiting Director, **Pete Garritt**, Employee Relations Manager, and **Dani Brown**, Strategic Advisor, with the revisions to the new Rule 3. Those parties that lent their expertise, counsel, feedback and support included the CSA Board, HR Steering Committee, Cabinet, City Attorney's Office, Auditors Office, and employee feedback through the Public Hearing process. The changes to Rule 3 regarding Selection and Certification go a long way to mirroring successful organizations both public and private sector with respect to talent acquisition. Some of the benefits that should manifest for employees and hiring managers are as follows:

- Reduced Cycle Time (the time from getting approval to fill and getting an offer acceptance from a candidate).
- Increased number of candidates available for consideration by the hiring manager.
- Elimination of Certification Lists that have long since passed their expiration date and shelf life.
- Greater access for applicants (internally and externally) through the use of technology, and strategic advertising of job openings.
- Stronger Service-Level-Agreement support to our HR partners in the Agencies and hiring managers.
- Greater manager involvement in the identification of talent and development of the strategic recruitment plan.
- Improved opportunities for internal candidates to compete by allowing substitution for education with experience for at a 2 for 1 ratio at or above Manager 1.

This list represents just a sampling of the benefits CSA anticipates from the changes. CSA is committed as we continue to revise the remaining Rules to benchmark best practices, consider operational impacts, and solicit feedback at all levels of the City to design and deliver the finest end product.

CITYWIDE TRAINING CALENDAR

To enroll in a CSA class, call the registration desk at (720) 913-5628 or e-mail us at pathways@ci.denver.co.us.

CAREER SERVICE CLASSES

Career Awareness

Wednesday, May 18 from 8:30 a.m. to 12:30 p.m.
Friday, June 15 from 8:30 a.m. to 12:30 p.m.

Effective Counseling and Discipline

Wednesday, May 9 from 8:30 a.m. to 4:30 p.m.

Interviewing Techniques

Friday, June 1 from 8:30 a.m. to 4:30 p.m.
Friday, June 29 from 8:30 a.m. to 4:30 p.m.

Leadership and the Role of the Supervisor

Tuesday, May 3 from 8:30 a.m. to 4:30 p.m.

NEO (New Employee Orientation)

Paperwork Session from 7:30 a.m.

Monday, May 7 from 8:30 a.m. to 4:30 p.m.
Monday, May 14 from 8:30 a.m. to 4:30 p.m.
Monday, May 21 from 8:30 a.m. to 4:30 p.m.
Tuesday, May 29 from 8:30 a.m. to 4:30 p.m.

PEP (Performance Enhancement Program) Workshop

Wednesday, May 2 from 8:30 a.m. to 4:30 p.m.
Wednesday, May 31 from 8:30 a.m. to 4:30 p.m.

Resume Magic

Wednesday, May 25 from 8:30 a.m. to 4:30 p.m.
Friday, June 22 from 8:30 a.m. to 4:30 p.m.

STARS: Appreciating Differences

Tuesday, May 15 from 8:30 a.m. to 12:30 p.m.

STARS: Generation Training

Friday, May 4 from 8:30 a.m. to 12:30 p.m.

STARS: Ethics and Public Accountability

Monday, April 26 from 8:30 a.m. to 11:30 a.m.
Monday, May 14 from 8:30 a.m. to 11:30 a.m.
Monday, May 21 from 1:00 p.m. to 4:00 p.m.

STARS: Preventing Harassment, Workplace Violence and Bullying

Thursday, June 21 from 8:30 a.m. to 12:30 p.m.

Understanding CSA Rules, Sexual Harassment and Employment Law

Tuesday, May 10 from 8:30 a.m. to 4:30 p.m.

COMPUTER CLASSES

Microsoft Outlook 2003

Wednesday, May 30 from 8:30 a.m. to 12:30 p.m.

Introduction to Microsoft Excel

Tuesday, May 22 from 8:30 a.m. to 12:30 p.m.

Intermediate Microsoft Excel

Tuesday, May 24 from 8:30 a.m. to 12:30 p.m.

Advanced Microsoft Excel

Thursday, May 17 from 8:30 a.m. to 12:30 p.m.

Benefits Update

To ensure that the City and County of Denver continues to provide competitive benefits, Career Service Authority (CSA) participated in the Mercer National Survey of Employer-Sponsored Health Plans.

The survey compares the City and County of Denver's plan design and premiums against similar sized municipalities and companies in Colorado and the nation. CSA shared the results of this survey with the Employee Health Insurance Advisory Committee who are responsible for making changes to the health insurance plans.

This year, the results confirmed that the City's plan designs and premiums are generally competitive with the marketplace. The City contributes 85 percent of the single medical premium compared with a 77-89 percent contribution by similar-sized employers. In addition, the City contributes 75 percent of the family medical premium compared with a 69-74 percent contribution by similar-sized employers in the



marketplace.

The City's medical plan designs are also competitive with the marketplace, and copays for primary care physician, emergency room and prescriptions are on par with similar sized employers.

In addition to the medical plans, the survey also compared the City's dental, vision, flexible spending account plans and retiree health coverage.

To read more about these plans, go visit www.denvergov.org/benefits for the full survey results.

Diversity and Inclusion Highlights

The Denver Diversity Advisory Committee (DDAC) continues to provide quality opportunities for learning.

The César Chávez Day activities on March 21, 2007 were well received with speaker **Ricardo Laforet**, a musical performance by **El Centro Su Teatro** (a multidisciplinary Chicano/Latino cultural arts center that produces theater, music and visual art), and a film, "Common Man, Uncommon Vision – The César Chávez Story."

Take Your Daughters and Sons to Work Day was held on April 26, 2007. Many activities were offered through a partnership with the Mayor's Office of Education and Children, including a collection of canvas shoes to support the "Shoes of Hope Campaign to End Genocide in Uganda Now."

The DDAC is sponsoring Asian Pacific Heritage Month activities for the first time this year with a lunchtime educational forum on May 10, 2007 and a Webb Municipal Building (WMB) Atrium event on May 22, 2007 from 11 a.m. until 1 p.m.

The first Summer Arts and Crafts Fair will be offered on June 14 and 15, in the WMB Atrium. Please go to www.denvergov.org/diversity and click on "Arts and Crafts Fair" for detailed information. The event last fall received many accolades by City employees and the Committee is responding by offering the Fair twice this year.

Plans are also underway for the week of September 10, 2007 to recognize Deaf Awareness Month.

Remember to save the date for the highly anticipated Mayor's Conference



on Valuing Diversity – "Breaking Boundaries" on Wednesday, October 24, 2007, at the Colorado Convention Center. Information on the performers for this conference can be found online. Also, save the date for the 6th Annual Safety Diversity Career Day which has been scheduled for December 4, 2007 in partnership with the Department of Safety in the WMB Atrium.

Through a partnership with the Denver Office of Cultural Affairs (DOCA), the Office of Economic Development (OED) and the Diversity Committee,

a limited number of seats were offered to City Employees to attend "Global Connections to Cultural Democracy" from July 12-15, 2007.

Welcome to the most recent DDAC members:

Melanie L. Bass – DIA

Laureen Ferris – Human Rights/Comm. Rel.

Greg Johnson – DIA

Julie Martinez – Channel 8

Joanne Valencia – 3-1-1 Operations

Russ Wulfson – Technology Services

With questions regarding diversity and inclusion initiatives, contact **Susan Maxfield** at susan.maxfield@ci.denver.co.us or call **(720) 913-5616**.

PROMOTIONS

Assessment

Lawrence George, Real Property Appraiser Supvr.

Aviation

Saul Amaro, Assoc Heavy Equipment Mechanic
Leslie Berry, Jr., Information Technology Spvr
Danny Chavez, Equipment Operator
Jonathan Langton, Information Security Manager

City Attorney's Office

Sarah Colombo-Cordova, Legal Secretary
Adam Hernandez, Paralegal
Melinda Olivarez, Executive Assistant

Denver County Court

Candace Marcum, Collections Investigator

Denver Public Library

Karine Lepillez, Shelver

Economic Development

Kristine Flores, Accounting Technician
Nicole Wilson, Loan and Grant Processor

General Services

Roy Lie, Contract Administrator

Human Services

Amy Beery, Social Case Worker Supervisor
Cathy Brizuela, Collections Investigator
Peter Clarke, Lead Social Case Worker
Willie Edwards, Social Case Worker
Maureen Garcia, Child Support Enforcement Tech
Maria Guevara, Program Quality Assurance Tech
Lanette Montoya, Accounting Technician
Helen Onyeali, Lead Social Case Worker
Victor Ornelas, Admin Support Assistant
Glenn Sample, Staff Social Case Worker
Troy Tindall, Staff Social Case Worker
Yolanda Wesley, Lead Social Case Worker
Gina Whiteside, Social Case Worker

Motor Vehicle

Christopher Atencio, Branch Manager
Francisca Cocoa, Admin Support Assistant IV

Parks & Recreation

Eldon Garcia, Tree Trimmer
Ellis Jackson, Sr., Senior Utility Worker
Sara Jungblut, Program Coordinator
Tommy Martinez, Senior Utility Worker

Police Department

Christine Maness, 911 Lead Operator

Public Works

Riene Candelaria, Parking/Speeding Enforcmt Supv
Kevin Magner, Utilities Administrator
Dianne Miranda, Plans Review Technician
Manuel Montoya, Senior Utility Worker
Rick Ramirez, Senior Utility Worker
Cero Smith Jr., Equipment Operator Specialist
James Turner, Engineer

Purchasing

Everett Archuleta, Staff Assistant

Treasury

Eric Hiraga, Financial Management Specialist

Workforce Development

Patricia Fondren, Agency Trainer
Martha Galang-Crow, Senior Accountant
Tammy Larimore, Case Management Supervisor
Dana Williams, Senior Workforce Development

Summer of Reading at Denver Public Library

Reading Program to Encourage Reading: May 19 – July 21, 2007

Did you know that a child's reading skills falter over summer vacation? According to the U.S. Department of Education, many kids lose up to three months of reading skills at a time when they most need to develop lifelong reading habits.

With that in mind, the Denver Public Library proudly presents Summer of Reading and Teen Summer of Reading 2007 - programs designed to encourage children, teens and parents to continue reading during crucial non-school months.

This year, the Summer Reading Program will begin on Saturday, May 19, and runs through Saturday, July 21, to provide Denver metro area students plenty of incentives and summer fun for kids and their parents during the 9-week break! The goal of the program is to encourage kids and teens to read over the summer months to keep their reading skills sharp for the Fall school year.

How Summer of Reading Works

The program encourages children and teens to read during the summer vacation from school

by offering rewards such as tickets to the Zoo and sporting events, as well as free books or journals.

Children earn a prize for each two-hour period in which they read, or have a parent read to them; prizes can also be earned for reading 20 books or the equivalent of 10 hours of reading.

Teens also can earn up to five prizes for the five books they are encouraged to read or listen to in audio format (e.g., MP3 player, CD, tape).

Denver Public Library Summer Reading

A comprehensive list of events taking place throughout the Summer of Reading program is available online at www.summerofreading.org or at any Denver Public Library location. All programs are free and open to the public.

DENVER CENTRAL LIBRARY EVENTS 10 W. 14TH Ave. Pkwy. (720) 865-1306

All-Ages Dance Revolution Tournament

Saturday, May 19 from Noon - 2 p.m.
Challenge your friends to a dance-off! Drinks and snacks will be provided and beginners are welcome.

Western Puppet Show Tuesday, June 19 at 2 p.m.

Join Rattlesnake Red and Side Saddle Sue for a musical romp through the Wild West.

Professor's Wild West Medicine and Magic Show

Tuesday, July 10 at 2 p.m.

Gather around young and old for one-of-a-kind program and demonstrations featuring a fun and interactive re-creation of an old West traveling medicine show.

For information about other library programs, a comprehensive list of events is available online at www.summerofreading.org or at any Denver Public Library location. All programs are free and open to the public.

HIRES AND REHIRES

New Hires

Theophilus Abbey, Human Services
Karim Abdullah, Human Services
David Adams, Public Works
Jason Addy, Aviation
Karen Archer, Motor Vehicle
Antoinette Atencio, Police Department
Megan Baki, Human Services
Melissa Ball, City Attorney's Office
Cory Beers, Police Department
Jeffrey Bey, Theatres and Arenas
Donna Bivins, Motor Vehicle
Jonathan Byerley, Denver Public Library
Marco Cabanillas, Public Works
Tia Collier, Human Services
Eric Cotton, Aviation
Hamilton Cowie, Denver Public Library
Margaret Danuser, Treasury
Kristin Dean, Human Services
Edward Duran, Aviation
Matthew Duran, Aviation
Arlene Dykstra, City Attorney's Office
Melissa Elgersma, Denver Public Library
Cameron Felton, Aviation
Rachel Fewell, Denver Public Library
David Garcia, Technology Services
Misty Gonzales, Environmental Health
Guido Gonzalez-Lewis, Human Services
Eunice Gray, Workforce Development
Elizabeth Green, Denver Public Library
Christopher Gross, Human Services
Mark Guerrero, Facilities Planning & Management
Tina Hall, Excise & License
Roy Hampton, Aviation
Ellen Heiss, Parks & Recreation

Gregory Hill, Technology Services
Izeal Hill, Safe City
Dawn Howard, Denver Public Library
Yvonne Ibanez, Police Department
Paul Jacobs, Assessment
Glenn Junik, Aviation
James Kendrick, Public Works
Debra Knapp, City Attorney's Office
Michael Koch, Board of Adjustment
Michael Kriznar, County Court
Judith Lasher-Tidwell, Denver Public Library
Thu Le, Human Services
Shari-Ann Lewinski, County Court
Zamara Loftis, Denver Public Library
Jesse Lowe, Environmental Health
Julie Majerus, Police Department
Sherry Maldonado, Comm Corrections/Mgr Safety
Dawn Mendel, Denver Public Library
Francisco Mendez-Rubio, Public Works
Chad Moseley, Denver Public Library
Timothy Muller, Parks & Recreation
Ryan Nisogi, Career Service Authority
Brent Norris, Aviation
Joshua Oyler, Denver Public Library
John Pachak, Denver Public Library
Erik Peterson, Aviation
Harlan Pooley, Technology Services
Jeffrey Prokes, Aviation
Audrey Reyes, County Court
Marcus Robinson, Aviation
Abraham Romero, Denver Public Library
Ben Romero, Board of Adjustment
Stephen Rozanski, Parks & Recreation
Serafina Sandoval, Police Department
Nichole Sheehan, Parks & Recreation

Jon Spears, Aviation
Jason Strunk, Sheriff
Glenn Summers, Workforce Development
Moses Valdez, Public Works
Brittany Vuong-Sandoval, Human Services
Dionne Williams, Treasury
Michael Winning, Aviation
Pedro Zabala III, Human Services

Rehires

Kahla Amann, Denver Public Library
Krystal Banks, Motor Vehicle
Sarah Barber, Human Services
Jeanne Batey, Workforce Development
Corinna Blakely, County Court
Logan Boland, Workforce Development
Connie Claudell, Excise & License
Gina Dupree, Human Services
Duane Galvan, Theatres and Arenas
Kimberly Gentry, Human Services
Howard Hill, Aviation
Catherine Lee, Workforce Development
Jay Maddux, Parks & Recreation
Ralph Martinez, Workforce Development
Jeremy Olmedo, Safe City
Charles Ortiz, Theatres & Arenas
Ruben Padilla, Desktop Support
Marsha Parenteau, Community Planning/Devel.
Rebecca Reidy, Technology Services
Oscar Reyes, Denver Public Library
Dave Valdez, Aviation
Marilyn Watson, Workforce Development
Kenneth White, Human Services
Thomas Williamson, Western History and Genealogy

Buds to Bloom & Garden Tour

Denver Parks and Recreation is pleased to announce the second annual garden tour series. Journey through the life-cycle of Denver's gardens, beginning with an open house of the City greenhouse, followed by several guided tours of our most famous flowerbeds and ending with the annual "Putting the Beds to Bed" volunteer event. Participants will acquire useful gardening tips from the horticultural experts and learn some rich history.

City Greenhouse Open House

Saturday, May 5, 2006 from 10 a.m. – Noon

This is event is a free tour and open house of the City greenhouse, which produces over 205,000 plants for more than 630 flower beds across the City every year. This tour provides participants with an opportunity to view all of the plants and flowers in one location before distribution the following week to Denver parks.

Guided Flower bed Tours

Denver Parks and Recreation will host five

guided flower bed tours throughout the summer focused on perennials, annuals and new features at City Park. Park horticultural experts will guide tours, and be available to answer questions, provide tips and share gardening secrets. Each tour will cost \$15.00



for adults and \$7.00 for seniors age 60+ and youth 17 years old. Tour costs include transportation, refreshments and a small gift.

Saturday, June 30, 2007 from 9 a.m. – Noon

This Tour will focus on outstanding perennial beds. Come tour through the heart of downtown Denver. Sunken Gardens Park, Skyline Park, Centennial Gardens, Shoemaker Plaza, City & County Building and Confluence Park.

Saturday, July 7, 2007 from 9 a.m. – Noon

Come see one of Denver's oldest parks, City Park. Walk through City Park and visit some of its finest amenities: Burns Gardens, Ferrill Lake, the Interactive Water Feature, the Lily Pond and Rock Garden. Then stay for lunch afterwards.

For more information on the Buds to Blooms garden tours please contact Denver Parks and Recreation permitting office at (720) 913-0700.

YEARS OF SERVICE

February Retirements

Larry Alexander, Public Works
Michael Bradshaw, Community Planning/Devel.
Margaret Browne, Budget & Management
Manuel Castillo, Theatres & Arenas
Ronald Crockett, Parks and Recreation
Kathleen Egan, Denver Health
Ruth Gdovin, Theatres & Arenas
Kathryn Javanbakht, Purchasing
James Katros, Parks & Recreation
Larry Kowalis, Community Planning/Development
James Lopez, Environmental Health
Mary Lopez, Aviation
Joyce Maes, Human Services
Michael Maestas, Parks & Recreation
Jane Martin, Human Services
Joseph Martinez, Public Works
G. J. Mallowney Jr., Sheriff
Todd Noreen, Assessment
Jose Olguin, Public Works
Joe Orton, Auditor's Office
Constance Pazen, Purchasing
John Ragan, Assessment
Albert Rivera, Police Department
Mary Roberts, Fire Department
Hana Rocek, Aviation
Floyd Romero, Aviation
Ray Stevenson, Public Works
Eloy Trevino, Theatres & Arenas

35 Years

Sherin Wiederecht, Denver Health
Jo Ann Keys, Clerk & Recorder

30 Years

John Appelhans, Fire Department
Augustine Maestas, Public Works
Terrence McDermott, Aviation

25 Years

Cynthia King, Police Department
Mary Pelino, Aviation

John Cohen, Environmental Health

20 Years

Daniel Carlson, Sheriff
Brian Cox, Sheriff
William Esquibel, Sheriff
Lonna Peterson, Sheriff
Julie Wear, Sheriff
Marci Ascherman, Human Services
Bradley Klafehn, Budget & Management
Rebecca LaCrue, Public Works
Elizabeth Truby, Economic Development
Laura Trujillo, Aviation
Madeline Vasa, Denver Health
Claudia Willis, Community Planning/Development
Margo Larson, Aviation
Delores Turner, Denver Health

15 Years

Gail Childs, Treasury
Marion Stewart, Jr., Sheriff
Daniel Beadle, County Court
Larry Aughenbaugh, Aviation
Reuben Boyd, Jr., Denver Health
Jon Braverman, Denver Health
Alex Garcia, Theatres & Arenas
Anthony Hernandez, Police Department
Vernon Howard, Parks & Recreation
Patricia Juarez, Denver Health
Eseza Kyambadde, Denver Health
Peter Lanman, Parks & Recreation
Trinidad Vigil, Public Works
Shirlene Wright, Denver Health
Lindsay Bethel, Aviation
Pamela Blair, Human Services
Kathleen Howard, Auditor's Office
Paula Martinez, County Court
Carolyn Miller, Police Department
Susan Moore, Aviation
Andrew Ortiz, Aviation
Joanne Burl, Treasury

Debra Williams, County Court
Robert Veloz, Denver Health

10 Years

Tonya Chapman, Sheriff
Colin Cheadle, Workforce Development
Burdell Collins, Aviation
Onesimo Garcia, Sheriff
Anthony Gettler, Sheriff
Harold Hughes, Fire Department
Brenda Love, Aviation
Philip Montoya, Community Planning/Development
Jake Cordova, Parks & Recreation
Marlena Dubee, Human Services
David Garcia Jr., County Court
Kenton Janzen, Purchasing
John Mohler, Parks & Recreation
Juan Northcross, Clerk & Recorder
Jorge Goldaracena, Public Works
Albert Moya, County Court

5 Years

Laura Ghessassi, Zoo
Gail Blehm, Auditor's Office
Randal Dickson, Zoo
Christine Martinez, Human Services
Mark Milburn, Auditor's Office
Ramundo Perez, Aviation
Valerie Sanchez, Mayor's Office
Ahmad Soufiani, Public Works
Margaret Booker, Human Services
Jayne Cassidy, Technology Services
Victor Devereaux, City Attorney's Office
Leanne Hartley, Human Services
George Radovich II, Aviation
Kathlee Swan, Public Works
Manijeh Taherynia, Auditor's Office
Teresa Underwood, County Court
Raymond Espinoza, Zoo
David Jerrow, Parks & Recreation
Connie Fixsen, Human Services

Learn To Love Exercise

Spring is the perfect time to start an exercise program – the weather is warmer, the days are longer and the feeling of Winter hibernation is over. Although we know that we should exercise, we still may lack the motivation needed to make fitness a permanent part of our lives. You may dislike exercise or have a negative image of it that stems from a past experience. So, is it possible to change your views of exercise and become an “exercise lover”? Yes! Here are some tips to help you start your program this Spring and learn to love exercise:

1. Find something you enjoy doing.

Take a dance class, go for a hike, swim or learn to rollerblade. Keep experimenting until you find something that moves you, both mentally and physically.

2. Set goals.

Write down realistic goals and review them often.

3. Be a morning exerciser.

4. Schedule your workout.

Write it in your planner every week, just like a meeting or appointment. If you have to cancel a workout, reschedule it immediately.

5. Reward yourself.

As you achieve short term goals, reward yourself. Make sure the rewards aren't food related – buy new sneakers or treat yourself to a massage.

6. Try a mind-body approach.

Start out with classes like yoga or Pilates, in which you focus on breathing, toning and stretching.

7. Do what you can, when you can.

If time is short, try 30 minutes or several short mini-workouts throughout your day – take the stairs, walk the dog, park farther away, etc. If you must skip a week of your routine, don't worry. Just get back into it when you can and keep going!

Regular exercisers tend to keep up with their program because of how good exercise makes them feel, both mentally and physically. Learning to love your exercise program will help you build the internal motivation you need to make exercise a lifelong habit.

Source: www.webmd.com

» wellness center

Webb Municipal Building

Monday – Friday • 4:30 a.m. – 9 p.m.
Saturday • 7 a.m. – 5 p.m.



Wellness Seminar: Matters of the Heart

What do fiber, fish oil, Yoga and laughter all have in common? They help prevent heart disease, the nation's #1 killer. In this seminar you will learn many ways to reduce your risk for heart disease and improve your quality of life. Keep your heart healthy with guidelines on diet, fitness, stress reduction and holistic wellness. Class will be held on May 3 from 11:30 a.m. to 1 p.m. in WMB, Room 4.H.2. Cost is \$10. To register, please call **Tanya Turcios** at **(720) 913-5687**.

Chair Massage Therapy Program

Employees can receive a rejuvenating 15-minute chair massage session with a Certified Massage Therapist for only \$10. Appointments are held every week on Thursdays and Fridays from 11 a.m. to 3 p.m. To schedule and pay for your appointment, go to the CSA Reception Desk on the first floor of the WMB between 8 a.m. and 5 p.m. or call the CSA Reception Desk at **(720) 913-5615**.

CPR Class

Learn the skills needed to prevent, recognize and provide basic care for injuries and sudden illnesses until advanced medical per-

sonnel arrives. This course covers adult CPR and first aid, featuring hands-on practice and real life scenarios. Course is provided through American Red Cross and meets OSHA First Aid guidelines. Completion of course will result in certification through American Red Cross. The next class will be held on May 17 from 7:30 am until 4 p.m. Cost is \$55. To register for this class, call **Tanya Turcios** at **(720) 913-5687**.

WMB Wellness Center

Membership to the Center includes a daily schedule of exercise classes such as Yoga, Mat Pilates, Step and Sculpt, Boot Camp, circuit training and other classes. Equipment includes the latest models of treadmills, elliptical trainers, stair steppers, bicycles, rowing machines and Cybex weight machines. Members can participate in personal training sessions, computerized fitness assessments and receive individualized exercise programs.

The cost is \$25 per month. To sign up, call **(720) 913-5728**. To learn more about the Center, visit www.denvergov.org/wellness.

Wellness Center Day Usage Program

All City employees are invited to use the Wellness Center on a drop-in basis without

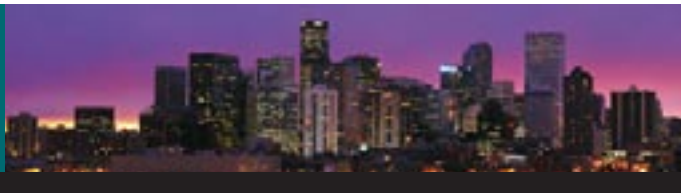
the requirement of membership. If you have a class or meeting downtown, keep your exercise routine on track and bring your workout gear with you. You can take advantage of the Wellness Center's variety of cardiovascular and weight equipment, exciting fitness classes and healthy energy for only \$5 a day. It's easy and convenient to get your day badge. Stop by the CSA Reception Desk or call **Jennifer Hickey** at **(720) 913-5728**.

Orientation/Tour Sessions

To get start membership, an orientation is necessary. A tour is also available at this time. Employees meet at the information desk of WMB Atrium. Please call to schedule your appointment.

Friday, May 4 at Noon
Tuesday, May 8 at 12:30 p.m.
Wednesday, May 15 at Noon
Friday, May 24 at 11:30 a.m.

To learn more about the Center, visit www.denvergov.org/wellness.



Youth Commission Vision

Empowered young voices work with City Officials to build a better Denver



Pictured with Mayor Hickenlooper and Dr. María Guajardo, Executive Director of the Mayor's Office for Education and Children, are: Co-Chair Liz Rodriguez, Senior at Career Education Center; Morgan Arline, Sophomore at East High School; Amber Boyles, Sophomore at Kennedy High School; Jose Cortez, Junior at North High School; Ashley Critton-King, Freshman at Martin Luther King Jr. Early College; Ernie Espinosa, Junior at Center of Hope Academy; Jaleysa Ferguson, Senior at George Washington High School; Jessica Gautier, Sophomore at Lincoln High School; Alex Santovena, Junior at North High School; Jessica Starr Junior at DU High School, Junior at Denver School of the Arts, and DU College and Tre'Vaughn Williams, 8th grade at Merrill Middle School. Adult Commissioners are: Co-Chair Walt Beckert from Denver's Safe City Office - Department of Safety; Doris Goodteacher, Denver Public Schools, Social Work; Corey Jones, Assets for Colorado Youth; Debra Luckett, CSA; Rena Maez, Mi Casa Resource Center for Women; Dolores Moreno, Parks & Rec; Adam Roybal, Mi Casa Resource Center for Women and Nicole Tembrock, Denver Public Schools Office of Character Education.

The 2006-2007 year has been one of great change for the Mayor's Youth Commission. Thanks to the resources and skills of all Commissioners, the organization has undergone a reform. At the beginning of the year, everyone agreed to 20 hours of training and team building. They are still doing monthly training sessions.

They met with the Mayor in December, and were excited to hear how they could work closer with his office around youth policy and programs in the City. **Roberto Venegas**, the Mayor's Liaison to City Council, came to a meeting to begin a conversation around what that may look like.

The Commission had facilitated meeting around setting goals, which they call "victories" and are beginning to set up a strategic plan with action steps and timelines around each victory. Current victories are:

1. Youth voice
2. KICCIT (kids involved in City Council and internal teamwork)
3. Foundation principles-continuing training and leadership building

The Mayor's Youth Commission is under the Mayor's Office for Education and Children (MOEC). The Youth Commission was established

as an advisory body of 11 students ages 14-18, and 10 adults, five from City agencies serving youth, and five from the youth non-profit community, appointed by the Mayor and approved by City Council.

The Mayor's Youth Commission is an example of "adult/youth partnerships". It is often difficult and always rewarding to struggle and succeed in learning how to work with each other.

For more information, or to apply to be on the Commission, please go to www.denvergov.org/greatkids and click on Commission on Youth, then follow the link to Youth Commission.



Being Green has its advantages – 2006 Environmental Champions

A number of City individuals and agencies were awarded the Environmental Champion Award on April 20 in the Webb Municipal Building (WMB) Atrium for their remarkable accomplishments in creating a sustainable future where people and nature thrive.

The Award, offered by the Department of Environmental Health and the Mayor's Greenprint Denver Initiative during the Earth Day celebration, recognizes outstanding employees and project teams that advance the Mayor's Greenprint Denver goals through leadership and innovations to improve City practices that conserve resources or prevent waste or pollution.



The 2006 Environmental Champion winners are:

"Urban Forestry Wood Reutilization Program" - Forestry Field Operations Unit, Parks and Recreation/Natural Resources

This new program delivers wood residue from tree pruning and tree removal to the City's nursery at Smith Road, where it is ground into mulch. The mulch is used around recently planted and existing trees and shrubs within the entire City Park and Parkway system; it's also given away to the public for free. Prior to this, field staff had transported wood trimmings to the DADS landfill. In one year, this fledgling program produced over \$78,000 in actual cost savings (in avoided costs of landfill fees, fuel, wages, and mulch purchased). It also has benefited the public with free mulch and helped improve the environment.

Institutionalize Green Procurement Practices - Jim McIntyre and his Buyers and Staff, Purchasing

Jim McIntyre and his staff of buyers and specialists have improved City work practices through eco-efficient procurement of materials and services in the bidding and vendor selection process. They have catalyzed the support of client agencies to increase the purchase of environmentally preferable products and service providers to minimize worker and public health safety risks and environmental liability while institutionalizing green procurement strategies, policies and efficient practices. Specific examples of the Purchasing Division's successes in 2006 include: Wastewater interceptor maintenance, Pest control, Infectious waste disposal, Electronics reclamation and Janitorial

services.

Non-toxic Automotive Parts Cleaning Procedures - Robert Castaneda and his Fleet Maintenance staff, Public Works

Robert Castaneda and his staff worked to retool how car and truck parts are cleaned - a function critical to fleet maintenance - to eliminate hazardous waste while cleaning automotive parts. For one cleaning process, the team invested in new technology that cuts solvent waste generation by 95 percent. In another, a water and enzyme-based cleaning product was adopted, which similarly eliminated the creation of a toxic by-product. There is a long-term annual savings of approximately \$10,000 to the City's bottom line, in addition to reducing Denver's environmental liability and risk, and protecting City workers and the community.

Environmental and Economic Advantages from Water-Based Wood Floor Finish Products - Sid Schwarz, Parks & Recreation

Instead of using the traditional oil modified urethane (solvent) based coatings for resurfacing gym and wood floors, **Sid Schwarz** pioneered the use of water-based wood floor finish products. With the new process, there is an increase in the number of years between refinishing wood floors, reduced closure times during maintenance and fewer chemicals used. DPR is now in the position to redirect cost savings to fund other pressing capital improvement requirements in the 29 recreation centers.

Citywide Green Initiatives - Christian Williss, General Services

Christian Williss has been a catalyst for change within the City since being hired in June, 2006. From an early success getting the lights turned off earlier in the WMB to working to make Denver's hosting of the "GreenBuild 2006" conference a resounding success, Christian has been a tireless advocate for "green" programs. Examples of Christian's citywide initiatives and accomplishments include lead or support roles on the following: Green Building Initiative; Paper Reduction Initiative, Eco-Efficient Purchasing, Colorado Convention Center Recycling Effort, and the CCB Water Efficiency Initiative.

Herbicide Reduction - Patrick Ertel, Parks & Recreation

Patrick Ertel reduced the use of herbicides in the 110 acres he oversees. Using spot spraying, he reduced herbicide use by 70% and the weed density had been suppressed to an acceptable level. Patrick's techniques have not only received compliments from citizens, his efforts minimize stormwater pollution, chemical buildup in soil, plant resistance to herbicides and public health exposures have also been significant. His innovation has produced cost savings, pollution reduction, conservation of natural resources and public improvements.



Justice Center Mini-bonds Set Record

Colorado residents overwhelmingly embraced the 2007 Denver Justice Center mini-bond program, purchasing over \$8.8 million in mini-bonds in just five days and more than doubling Denver's previous single mini-bond issue record of \$4.1 million in 1990.



Purchasers of the 2007 Denver mini-bonds will begin receiving their bond certificates the week of April 23. Bondholders must keep their bond certificates—which feature a rendering of the new courthouse—until the maturity date in 2022 to redeem them.

"The 2007 Denver Justice Center mini-bonds program—available only to Colorado residents—was the most successful in the City's history with a response of more than twice what we expected," said Denver Mayor John Hickenlooper. "We thank the voters who approved the Justice Center bond issue in 2005 and hundreds of 2007 mini-bond bond buyers for their investment in the safety and infrastructure of our community."

Approximately 770 individuals, 35 percent of whom live in Denver, purchased mini-bonds at \$500 each. The bonds will pay \$1,000 at maturity in January 2022—a competitive annual tax-free yield of 4.75 percent*. For buyers in the 33 percent combined federal and Colorado tax bracket, that's a taxable-equivalent yield of 7.09 percent. Denver's general obligation bonds are rated Aa1/AA+/AA+ by Moody's, Standard and Poor's, and Fitch, respectively, the second-highest rating of investment-quality bonds.

G geared to individual, rather than institutional, investors, 2007 Denver mini-bonds were available for just one business week, from Monday, April 2 through Friday, April 6, 2007. Proceeds from the 2007 Denver mini-bonds will go toward construction of the City's new Justice Center, which was approved by voters in 2005. The Justice Center complex, which includes a new courthouse, detention facility, and U.S. Post Office and parking garage, is located in downtown Denver between West Colfax Avenue and West 13th Avenue and Fox Street and Delaware Street. Construction is underway and is scheduled to be completed in late 2009.

The City and County of Denver previously offered mini-bonds in 1990, 1992, and 1999, providing \$13 million for various City capital projects.

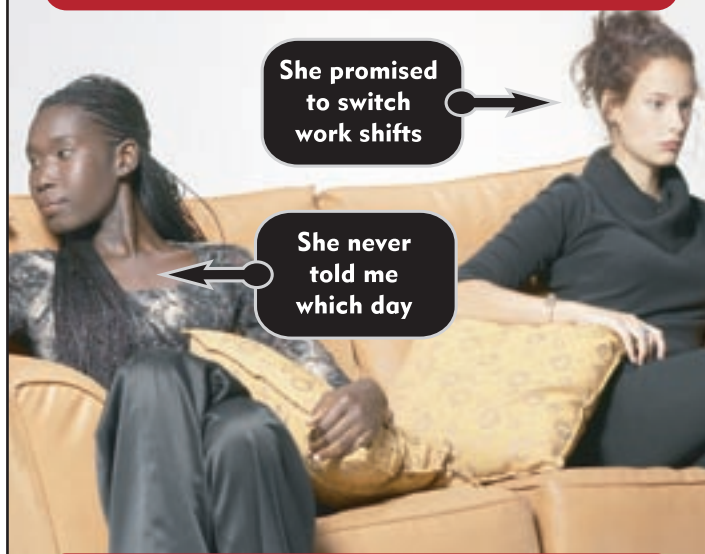
*For most initial purchasers, interest on the bonds (the difference between the initial purchase price of \$500 and the \$1,000 payable at maturity) is totally free from federal and Colorado income taxes. See the Official Statement section entitled "TAX EXEMPTION" for a detailed explanation.

Denver Police Academy Open House

Saturday May 19, 2007 from 9 a.m. to 11:30 a.m.
Denver Police Academy, 2155 N. Akron Way, Denver

Learn more about law enforcement careers and the Denver Police Department, meet with Denver Police Recruiters, preview and participate in some of the physical requirements of the job. For additional information contact Detective Sheri Duran, at (720) 913-3395 or Detective Michael Lemmons, at (720) 913-3377. Pre-register to attend today at www.denvergov.jobs or just show up.

Workplace Conflict?



Mediation: It's Your Solution

WORKPLACE MEDIATION PROGRAM

(720) 913-5632

www.denvergov.org/mediation



DENVER
THE MILE HIGH CITY



Denver Events

Fresh City Life Green Series Features "A Conversation with Global Warming Activist Laurie David" May 3 at 7 p.m.

As part of the Fresh City Life Green Series, Mayor **John Hickenlooper** will host a very special evening with Laurie David, producer of the Academy Award-winning documentary *An Inconvenient Truth*, starring Al Gore, at 7 p.m. on May 3 at the Colorado Convention Center.



In addition to founding the Stop Global Warming Virtual March, David has released her first book, *The Solution is You: Stop Global Warming - An Activist's Guide*.

For a complete listing of Green Series events and a downloadable brochure, visit the Fresh City Life Web site at www.denverlibrary.org/fresh. Information can also be found at www.greenprinddenver.org. All events are free and open to the public. Space is limited for some presentations, and registration is required for certain events.

Catch the City Spirit! Support the City Store

Visit www.denvergov.org/cityspirit and click on "City Store Order Form" to see our products displaying the Denver "D".

Cinco de Mayo Celebrate Culture Festival

May 5 - May 6, 2007
10 a.m. - 8 p.m.

Civic Center Park, Broadway and Colfax Avenue

Celebrate the 20th Anniversary of the US's largest 2-day Cinco de Mayo fiesta! This festival is also one of the largest cultural events in Colorado, with more than 400,000 visitors each year. This festival features live local, national, and international entertainment on four stages, over 350 exhibitors and vendors, a kid's stage and carnival area, and great Mexican and festival foods. Fun for the whole family. For more information: www.newsed.org



Post-News Colorado Colfax Marathon

May 20, 2007

The full marathon begins at Aurora Sports Park and runs west through Aurora, Denver, and Lakewood, finishing at Colorado Mills. The half marathon begins at Denver's City Park and runs west through Denver finishing at Colorado Mills.

As you run or walk the second annual Post-News Colorado Colfax Marathon, your journey will take you from the plains of Aurora through the heart of Denver to the foot of the Rocky Mountains in Lakewood. Spectators will cheer, bands will play and Colfax will show you its newly invigorated neighborhoods and historic roots, its cultural centers and business districts. Block by block, you'll see the dream of a new Colfax unfolding.

The Post-News Colorado Colfax Marathon includes a full marathon, half marathon, and men's, women's, and mixed 5-person team relays. The event also hosts the 2007 Wheelchair Track and Field USA National Wheelchair Marathon Championships and the 2007 USA Track and Field Club Marathon Relay Championships. For more information: www.coloradocolfaxmarathon.org

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9th Annual Downtown Denver Festival of the Arts

May 25 - May 28, 2007

Friday 4 p.m. - 8 p.m., Saturday 11 a.m. - 8 p.m., Sunday 11 a.m. - 5 p.m., Monday 11 a.m. - 4 p.m.
Denver Pavilions, 500 16th Street, Suite 10 Denver

The 9th Annual Downtown Denver Arts Festival is held Memorial Day weekend and features the best of Colorado visual artists. Over 125 artists from around the state will be exhibiting and selling their art. Come meet the artists and join the 100,000 people that visit this show. For more information: www.denverpavilions.com

Photos and event info courtesy of the Denver Metro Convention & Visitors Bureau. For more information on upcoming events visit www.denver365.com.



City of Dreams—Denver’s Aspirations for its Children and Youth

Last year, the Mayor’s Office for Education and Children (MOEC) launched the Aspirations Project to gather community responses to the question: “What are your hopes, dreams and aspirations for children and youth from birth to 20 years old?”

“I dream for every child to have a home.”

Denver Aspirations Project youth respondent

MOEC received more than 1,200 responses to this question from community members, including City employees, with one-third of the responses coming from youth.

Different Hopes from Adults and Youth

For adults, the most common aspiration centered on the accessibility and availability of quality preschool through higher education. “My dreams for children are they get the best education possible to be the future of tomorrow,” said one.

Nearly as many adult responses described an inclusive, welcoming community for everyone regardless of age, race/ethnicity or socio-economic level. Responses focusing on wellness included creating healthy home environments, accessible health care services and nurturing relationships.



The priority for youth is a City that recognizes youth as assets to the community. Youth wanted job training opportunities, safe neighborhoods and youth-oriented activities and places. “Children and youth need to travel safely around the City—walking, biking and transit,” said one young respondent.

Youth respondents also wished for themselves and others to reach their full potential, attend college and enjoy economic prosperity: “I want children and youth to have all the opportunity in the world, not just Denver.”

Denver’s Aspirations

By identifying common themes and recurring qualities in the responses, five aspirations for Denver’s children and youth envisioned by the community were identified:

- Quality education and opportunities are accessible to all.

- Diversity is embraced and celebrated.
- Basic physical and safety needs are met.
- Voices of youth are sought, valued and engaged.
- Children and youth reach their full potential.

These five aspirations will guide further dialogue and help the City create meaningful policies and programs.

To learn more about MOEC programs, visit www.denvergov.org/education/default.asp

Summer Arts & Crafts Fair

Entry Deadline May 25

June 14 - 15, 10 a.m. to 2.p.m.
WMB Atrium

Are you a City employee who enjoys making jewelry, pottery or other crafts such as quilts or jams? Do you draw, paint, or take fantastic photographs and have always wanted to sell or display?

The City’s Diversity Committee is holding our second Arts & Crafts Fair.

Retirees and spouses of City employees are welcome to apply. For more information, visit www.denvergov.org/diversity click on “Arts and Crafts Fair” for more details or contact Susan Maxfield at susan.maxfield@ci.denver.co.us or (720) 913-5616.

STAYING IN TOUCH

The mission of *InSight* is to provide City and County of Denver employees an opportunity to stay informed on issues and events that affect them in a publication that also showcases employee accomplishments.

InSight, while produced monthly by the Career Service Authority, is designed for all City departments and agencies to utilize in the sharing of information with the employee community. We ask that you please submit articles, listings for the Events Calendar and other citywide information one month prior to publication to the address on the right.

For more information or with questions, please call (720) 913-5658.

CAREER SERVICE AUTHORITY

Career Service Authority

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Denver, CO 80202
Fax: (720) 913-5720
E-mail: insight@ci.denver.co.us

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
<p><i>See page 10 for additional Denver Events</i></p>	<p>1</p>	<p>2</p>	<p>3 CSA Board Meeting 5 p.m. WMB, Fourth Floor www.denvergov.org/csa</p> <p>Green Series Presentation 7 p.m. www.denverlibrary.org/fresh</p> <p>Matters of the Heart 11:30 a.m. WMB, Fourth Floor www.denvergov.org/wellness</p>	<p>4 Pay Day</p> <p>Wellness Center Orientation Noon WMB, Lower Level www.denvergov.org/wellness</p> <p>Managing Diversity and Inclusion 8:30 a.m. - 4:30 p.m. www.denvergov.org/diversity</p>	<p>5/6 Cinco de Mayo</p> <p>Buds to Bloom 10 a.m. City Park <i>See Page 5</i></p>
<p>7 New Employee Orientation 8:30 a.m. WMB, Fourth Floor www.denvergov.org/newemployee</p>	<p>8 Wellness Center Orientation 12:30 p.m. WMB, Lower Level www.denvergov.org/wellness</p>	<p>9</p>	<p>10 Asian Pacific Heritage Month WMB Atrium www.denvergov.org/diversity</p>	<p>11</p>	<p>12/13</p>
<p>14 New Employee Orientation 8:30 a.m. WMB, Fourth Floor www.denvergov.org/newemployee</p>	<p>15 Wellness Center Orientation Noon WMB, Lower Level www.denvergov.org/wellness</p>	<p>16 DERP Salute to Seniors 8:30 a.m. Colorado Convention Center www.senioranswers.org</p>	<p>17 CSA Board Meeting 9 a.m. WMB, Fourth Floor www.denvergov.org/csa</p> <p>CPR 7:30 a.m. WMB, Fourth Floor www.denvergov.org/wellness</p>	<p>18 Pay Day</p>	<p>19/20 Denver Police Academy Open House 9 a.m. <i>See Page 9</i></p> <p>Summer Reading Program Begins www.summerofreading.org</p>
<p>21 New Employee Orientation 8:30 a.m. WMB, Fourth Floor www.denvergov.org/newemployee</p>	<p>22 Asian Pacific Heritage Month WMB Atrium www.denvergov.org/diversity</p>	<p>23</p>	<p>24 Wellness Center Orientation 11:30 a.m. WMB, Lower Level www.denvergov.org/wellness</p>	<p>25 Deadline for Arts and Crafts Fair May 25 www.denvergov.org/diversity</p>	<p>26/27</p>
<p>28 Memorial Day</p>	<p>29 New Employee Orientation 8:30 a.m. WMB, Fourth Floor www.denvergov.org/newemployee</p>	<p>30</p>	<p>31</p>	<p>City Spirit Free Days Denver Museum of Nature and Science May 22 • www.dmns.org</p> <p><i>Free admission for City employees, their partners and children living at home only. Free general admission only; special events not included, unless otherwise noted. Proof of employment required—City agency I.D. badge or pay stub with identification accepted.</i></p>	