

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

April 24, 2024

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun Jr. and Tom Rup

ALSO Tyron Harris, Human Resources Director
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:35 pm

APPROVAL OF MINUTES

February 27, 2024

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the February 27, 2024 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Proposed Revision to Job Description and Pay Grade for Position of Assistant Director of Parks and Recreation

Director Harris stated that during the organizational restructuring of the current administration, the position of Director of Parks and Recreation was eliminated and a list of general responsibilities have been absorbed by the Assistant Director, thus requiring an updated job description that accounts for the additional duties. With the restructure, the role will report to the Director of Health and Social Services and upon review of comparable markets, the Administration has recommended an increase in paygrade from grade 108 (\$83,582-\$98,330 for FY2023-24) to a grade 112 (\$101,595-119,525). This will align the position with other Deputy Directors in Town that are part of the Supervisors AFSCME #818 Union, including the Assistant Finance Director, Deputy Director of Health and Human Services, and Deputy Development Director.

Director Harris confirmed that with the removal of the Director of Parks and Recreation position, the Town's annual budget can accommodate the pay increase.

MOTION By Harry Amadasun, Jr.
Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Assistant

Director of Parks and Recreation dated November 12, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

NEW BUSINESS

Proposed Revision to Job Description for the Position of Master Mechanic (Fire Department)

Director Harris shared that the recommended revisions to this job description mirror those of the previously approved Assistant Mechanic position within the Fire Department as well as modernize the listed knowledge, skills and abilities to more accurately reflect the current expectations of the position. There is no title or grade change; it is simply an update of the KSAs and training requirements.

MOTION By Harry Amadasun, Jr.
 Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Change in Title for the Position of of Master Mechanic in the Fire Department, as provided by the Department of Human Resources in a memo to Mayor Connor S. Martin dated April 9, 2024 per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
 Seconded by Harry Amadasun, Jr.

to **adjourn** (5:50 pm)

Motion carried 3/0

C: Town Council
 Mayor Martin
 Tyron Harris, Human Resources Director
 Melissa McCaw, Chief Administrative Officer
 Laurence Burns, Director of Health and Human Services
 Kevin Munson, Fire Chief