

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

MARCH 14, 2022

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Monday, March 14, 2022 6:30 pm Town Council Majority Office

A G E N D A

1. CALL TO ORDER
2. APPROVAL OF MINUTES
A. December 8, 2021
3. OPPORTUNITY FOR RESIDENTS TO SPEAK
4. OLD BUSINESS
5. NEW BUSINESS
A. Deputy Director – Public Works Department – New Job Description
6. ADJOURNMENT

C: Town Council
Mayor Walsh
Connor Martin, Assistant to the Mayor
Tyron Harris, Human Resources Director
Sandy Franklin, Interim Human Resources Director

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

DECEMBER 8, 2021

PRESENT Awet Tsegai, Temporary Chair, Councillors Rich Kehoe and Tom Rup

ALSO

PRESENT Mayor Michael Walsh
Sandy Franklin, Interim Human Resources Director

CALL TO ORDER

Temporary Chair Tsegai called the meeting to order at 5:43 pm.

NOMINATION OF OFFICERS

Chair:

MOTION By Rich Kehoe
seconded by Tom Rup
to **appoint Awet Tsegai as Chair**
of the Personnel & Pensions Subcommittee.
Motion carried 3/0.

Secretary:

MOTION By Awet Tsegai
seconded by Rich Kehoe
to **appoint Tom Rup as Secretary**
of the Personnel & Pensions Subcommittee.
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Rich Kehoe
seconded by Tom Rup
to **adopt** Robert's Rules of Order as the rules that shall govern
parliamentary procedure at all subcommittee meetings, with the exception
that (1) the Chair shall not be required to restate the motion of any
Council member unless requested by another Councillor, or when in the
discretion of the Chair, such restatement is necessary to avoid any
confusion as to the motion; and (2) where such rules are in conflict with
the provisions of the State Statutes, the Town Charter, or Town
Ordinances.
Motion carried 3/0.

ESTABLISHMENT OF MEETING DATES

MOTION By Tom Rup
seconded by Rich Kehoe
to **hold** meetings at the **call** of the Chair.
Motion carried 3/0.

STORAGE OF RECORDS

MOTION By Rich Kehoe
seconded by Tom Rup
to **store** records in the Town Council office.
Motion carried 3/0.

APPROVAL OF MINUTES

September 23, 2021 Meeting

MOTION By Tom Rup
seconded by Rich Kehoe
to **approve** the minutes of the September 23, 2021 Personnel & Pensions
Subcommittee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Solid Waste Official – F.K.A. Recycling Inspector

MOTION By Rich Kehoe
seconded by Tom Rup
to **recommend** that the Town Council approve the new job description
entitled "Solid Waste Official" dated December 8, 2021. (see attached)
Motion carried 3/0.

NEW BUSINESS

Review of Non-union Wage Chart – Directors' Compensation Study

The committee has been reviewing the compensation package for directors over the past year. The Town Council hired CPS/HR to conduct a study of salary and benefits for similar positions in other towns with similar demographics and government structure. The study concluded that while the fringe benefits like health insurance and retirement benefits were similar in other towns, the salary levels for most directors were significantly under the median salaries for other towns.

Although Section 5.25 and Section 3.4 of the Town Charter charges the Town Council with establishing a pay plan for directors, the Town Council has not adopted a comprehensive set of benefits and salary grid for the directors. The committee agreed to recommend such a plan.

The committee, along with Mayor Walsh and Interim Human Resources Director Sandy Franklin, reviewed the Compensation Plan for Directors of the Town of East Hartford dated December 7, 2021. The draft establishes benefits similar to those currently provided to directors and adopts a salary range for each position consistent with the recommendations of the CPS/HR study with the following exceptions: The Fire Chief was aligned with the Police Chief, the Town Clerk and the Development Director was set at a B level reflecting the relatively low number of employees reporting to the director in East Hartford compared to other towns.

After much discussion, the committee agreed to make the following changes to the December 7th draft:

1. The Hours of Work will be amended to reflect that the work week is 40 hours consistent with the current language in the Personnel Rules
2. The Vacation Policy will be amended to reflect that directors receive 3 weeks vacation at the start of employment and can increase to a maximum of 5 weeks at the discretion of the mayor. For directors hired before July, 2021, they will be able to accumulate a maximum of 75 days of vacation time; anyone hired after that date will be able to accumulate no more than 50 days
3. Sick Leave Policy will be amended to reflect that there are no specific sick days nor any days accumulated. Sick days are provided at the discretion of the mayor.
4. Funeral Leave is eliminated
5. Health Insurance Benefits is amended to provided that effective July 1, 2022, the HDHP deductible will increase to \$2,000/\$4,000 to be similar to union contracts.
6. Separation Pay will be amended to provide that a director receives 2 weeks of separation pay at the start of employment. Such separation pay level increases 1 week per year worked on the employee's anniversary date up to a maximum of 8 weeks.
7. Retiree Benefits will be amended to add the current life insurance provision and clarify the current health insurance option for retirees where active employees can choose to pay a percent of health insurance costs or pay into the Other Post Employment Benefits trust fund 1% of salary and not pay for health insurance

coverage. The 1% will increase to 3% on July 1, 2022 to better reflect the actual cost of health insurance provided to such employee.

8. Salary Ranges will be amended to set the minimum rate for “A” grade at \$80,000 and the maximum rate for “D” grade at \$165,000 since those grades contain positions with significantly different responsibilities and reflect closer to actual pay for some in those positions

MOTION By Rich Kehoe
seconded by Tom Rup
to **recommend** that the Town Council approve the Compensation Plan for Directors of the Town of East Hartford dated December 7, 2021 as amended by the Department of Human Resources per the subcommittee’s discussion.
Motion carried 3/0.

Deputy Director – Public Works Department – New Job Description

Mayor Walsh indicated that while this position is of value to the Public Works Department, he is not prepared at this time to go forward with it. The Administration will continue to work on the job description and report back to the Committee with its recommendation.

Assistant Town Clerk – Revised Job Description

Per discussion with Ms. Franklin and the Mayor, this position is no longer needed in the Town Clerk’s office.

ADJOURNMENT

MOTION By Tom Rup
seconded by Rich Kehoe
to **adjourn** (7:38 p.m.)
Motion carried 3/0.

C: Town Council
Mayor Walsh
Connor Martin, Assistant to the Mayor
Sandy Franklin, Interim Human Resources Director
John Lawlor, Public Works Director



TOWN OF EAST HARTFORD

TITLE: Deputy Director Public Works **GRADE:** 1121
DEPARTMENT: Public Works **DATE:**

GENERAL DESCRIPTION:

This is highly responsible management work in directing the programmatic, administrative and operational aspects of the Department of Public Works. Work involves strategic planning and operational improvement of all Public Works initiatives. Also includes the management and oversight of training programs, records management and retention, technology modernization, financial analysis, budgeting, personnel, and designing work flow best practices beyond day-to-day operations. Duties include the mid and long term planning and execution of the department operating and capital budgets. Conducts program audits and designs and implements data-driven solutions. Conducts research and analysis for existing and proposed programs ensuring best management practices are identified and achieved. The work requires that the employee has thorough management and analytical skills and excellent communication skills.

SUPERVISION RECEIVED

Works under the general direction of the Director of Public Works.

SUPERVISION EXERCISED

Supervises all aspects of the Public Works Department including personnel, programs and initiatives. Acts as agency lead in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Principal adviser to the Director of Public Works. Acts as department lead in the absence of the Director.
- Serves as a senior member of the Incident or Unified Command Team in the absence of the Director, or as required.
- Assists with establishing objectives and work programs for the department.
- Establishes and controls new or emerging department or town programs, analyzes existing activities and revises policy and procedures for same.
- Conducts internal reviews and analysis of programs ensuring compliance with Directors guidance, policies, procedures and industry standards.
- Responsible for effective development and adherence to requirements of accreditation requirements and best management practices.
- Ensures operating and capital budget development procedures are followed and that they support the department strategic plan. Conducts regular reviews.



- Prepares business plans, reviews and operational audits of all aspects of the department.
- Determines the requirements for procured services and develops Request for Proposals and Invitation to Bid packages accordingly. Evaluates the results of public solicitation processes and coordinates with various stakeholders to ensure best-value procurement of DPW-managed services.
- Stays abreast of DPW best practices and engages with industry trade organizations (such as APWA) for developmental opportunities.
- Establishes, plans and directs recurring maintenance management and safety programs.
- Assists with the establishment of work rules, operating policies, performance standards and other controls necessary to achieve objectives.
- Prepares periodic and special reports to document department activities. Provides opinions and services to other town agencies on issues relating to Public Works, as required.
- Prepares and ensures conformance to any permits necessary for the safe and approved operation of Public Works activities, as may be required.
- Counsels, reviews and evaluates employees and administers applicable union contracts as required.
- Develops training and development programs for department.
- May operate in storm operations

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Director at occasional (evening) meetings.
- Thorough knowledge of municipal public works functions and services, or similar operating environments
- Ability to plan, organize and supervise through subordinates the work of a large number of highly skilled, skilled, and semi-skilled employees.
- Ability to supervise during emergency conditions with a minimum amount of direction and supervision.
- Ability to express ideas clearly and effectively, orally and in writing.
- Comprehensive knowledge of computers and software programs (design, operating, maintenance, and word processing etc.).
- Ability to prepare and present clear and concise reports and ideas.
- Ability to establish and maintain effective working relationships with other Public Works employees, officials, and the public.
- Considerable knowledge of State and Federal regulations and programs associated with municipal programs and improvements.

QUALIFICATIONS

A bachelor's degree from a recognized college or university in business, public administration, or engineering, plus five years of responsible administration experience, including at least two years in government and two years of supervisory experience, or an equivalent combination of education and experience.



SPECIAL REQUIREMENTS

Must have a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED

Motor vehicle, personal computer.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the central functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings and in outside weather conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to walk, stand, use hands to finger, handle, and feel or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift or move up to 25 lbs. The employee must have corrected vision.

The employee must be able to read, analyze and interpret complex documents and respond effectively to sensitive inquiries and complaints. The position requires the employee to define problems, collect data, establish facts and draw valid conclusions and make effective presentations on controversial or complex topics.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in adverse outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet conditions, fumes or airborne particles. The noise level in the work environment is usually quiet but may be moderately noisy in the field.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The emission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DRAFT