

# TOWN OF EAST HARTFORD

(860) 291-7207

OFFICE OF  
THE TOWN COUNCIL

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

## MICROSOFT TEAMS

### PERSONNEL AND PENSIONS SUBCOMMITTEE

May 2, 2023

**TO:** Harry Amadasun and Tom Rup

**FROM:** Awet Tsegai, Chair

**RE:** Tuesday May 2, 2023 7:15 pm CCC 111/Microsoft Teams

**This meeting is accessible through "Microsoft Teams" 1 929-235-8441  
Conference ID: 437 520 631# or [Click here to join the meeting](#)**

## AGENDA

1. CALL TO ORDER
  2. APPROVAL OF MINUTES
    - A. March 30, 2023
  3. OPPORTUNITY FOR RESIDENTS TO SPEAK
  4. OLD BUSINESS
  5. NEW BUSINESS
    - A. Assistant Collector of Revenue
  6. ADJOURNMENT
- C: Town Council  
Mayor Walsh  
Tyron Harris, Human Resources Director

MICROSOFT TEAMS  
PERSONNEL AND PENSIONS SUBCOMMITTEE

March 30, 2023

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

In advance of a Motion, Chair Tsegai proposed a Correction to the March 2, 2023 Minutes to clarify discussion that occurred during the previous meeting. It was recommended at the meeting by the committee that two of the job descriptions discussed ("Director, East Hartford Works" and "Career Coach") include edits to reflect a strategy focus that was more inclusive to all residents. The Chair stated that the minutes were unclear that these proposed changes should be made to both job descriptions.

March 2, 2023 Meeting

MOTION By Tom Rup  
seconded by Harry Amadasun

to **approve** the minutes of the March 2, 2023 Personnel & Pensions Subcommittee meeting with the following correction:

Under discussion of "Career Coach", additional context be provided to reflect edits made to the job description that reflect a strategy focus on advancing opportunity for our citizens to make it more inclusive.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Human Resources & Chief Diversity Officer

TOM RUP  
EAST HARTFORD

2023 APR -3 PM 2:34

*Clara J. Rupp*

Director Harris stated that the Human Resources Director position will now include additional responsibilities focused on diversity, equity and inclusion. The Director stated that the position requires a sense of cultural awareness and collaboration and a skill set to properly develop an Equal Employee Opportunity (“EEO”) action plan in a timely manner. The Director feels that through edits made, these responsibilities are now more properly expressed in the job description.

Edits include:

- Changing of Job Title from Human Resources Director to “Human Resources & Chief Diversity Officer”
- Amended Compensation
- Under “Job Functions”, line items that focus on strategic partnerships, knowledge of anti-discriminatory legislation, and developing systems that provide for a supporting and inclusive workplace.
- Under “Knowledge, Skills and Abilities”, line items focused on conflict resolution, strategic planning, and decision making.
- SPHR (Senior Professional in Human Resources) or SHRM-SCP Certification (Society for Human Resource Management-Senior Certified Professional) preferred

The Director clarified that the job description provided to the committee required an edit, as under job qualifications the “SPHR or SHRM-SCP Certification” should read as “preferred” as opposed to “not required.”

The Committee discussed requirements of an EEO report which includes a display of fair pay practices. The Director stated that because the Town’s employees are primarily in a union environment, pay equity is consistent regardless of age, gender, etc. The Director confirmed that the salary for the position was at grade 11, which is comparable to that of other town director positions.

The Committee also discussed the general process of Job Descriptions, notably effective dates and work from home policy. The Director stated that as the department reviews the Town’s current job descriptions, the majority of employees are already performing tasks that are added by HR for the Committee’s review. The Director also confirmed that a work from home policy has been established that has proven more necessary given the current Town Hall renovation project and relocation of departments. A number of employees are currently hybrid given the limited space at the Community Cultural Center.

MOTION        By Tom Rup  
                      Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed Job Description and Compensation Plan for the position of Human Resources & Chief Diversity Officer, dated March 1, 2023 as amended by the Department of Human Resources per the subcommittee’s recommendations and further amended by the Personnel and Pensions subcommittee.

Motion carried

Deputy Director of Health and Human Services

The Director confirmed that this is a newly created position within the Health and Human Services Department for FY2023-24. The goal is to have the Committee approve the job description so that the Administration can begin recruitment and hire as soon as possible.

MOTION       By Tom Rup  
                  Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed Job Description and Compensation Plan for the position of Deputy Director of Health and Human Services, dated January 3, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

#### Youth Outreach Coordinator

The Director stated that this is a Juvenile Review Board funded position that was initially created under Mayor Melody Currey's term in office but an official job description for the role had not been created. The Director confirmed that has position has historically been grant funded and will continue to be, and also non-bargaining.

MOTION       By Tom Rup  
                  Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed Job Description for the position of Youth Outreach Coordinator in the Youth Services Department, dated January 1, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

#### Custodian I- Public Works

The Director stated that the three job descriptions for the positions of Custodian I- Public Works, Custodian I- Library, and Custodian I- Police Department are in the CSEA Local 2001 Union. The job descriptions for the positions had not been updated since 1987, and each was reviewed and edited to bring the qualifications and requirements up to date to current practices.

Updates for each of the custodial job descriptions include the addition of an educational requirement, increase in paygrade, and a description of physical requirements and expected working conditions.

MOTION       By Harry Amadasun  
                  Seconded by Tom Rup

to **recommend** the Town Council accept the amended Job Description and compensation plan for the position of Custodian I in the Department of Public Works dated April 1, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

Custodian I- Police Department

The Director confirmed that similar to the Public Works Custodian job description, updates to the Police Department position include the addition of an educational requirement, increase in paygrade, and a description of physical requirements and expected working conditions.

MOTION      By Tom Rup  
                  Seconded by Harry Amadasun

to **recommend** the Town Council accept the amended Job Description and compensation plan for the position of Custodian I in the Police Department dated April 1, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

Custodian I- Library

The Director stated that after conferring with the Library Director, the job description had been edited to remove job specific language, notably that the library does not have a locker room, and that the job does not require snow removal as that is a task handled by Public Works. Similarly to the other two custodial job descriptions, the addition of an educational requirement, increase in paygrade, and a description of physical requirements and expected working conditions has been included.

MOTION      By Harry Amadasun  
                  Seconded by Tom Rup

to **recommend** the Town Council accept the amended Job Description and compensation plan for the position of Custodian I at East Hartford Public Library dated April 1, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

ADJOURNMENT

MOTION      By Tom Rup  
                  seconded Harry Amadasun  
                  to **adjourn** at 6:00 pm

Motion carried 3/0

C:      Town Council  
          Mayor Walsh  
          Tyron Harris, Human Resources Director  
          Melissa McCaw, Finance Director



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 5, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Referral to Pension and personal subcommittee-Collector of Revenue

---

Please see attached for the Assistant Collector of Revenue position description with proposed revisions. The Assistant Collector of Revenue job description has not been updated since 2012, and the role has evolved.

Please place this item on the Town Council agenda for the April 18, 2023 meeting for consideration.

C: T. Harris, HR Director

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

April 4<sup>th</sup> 2023

The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re: Assistant Collector of Revenue

Dear Mr. Walsh:

Attached is the Assistant Collector of Revenue position description with proposed revisions.

The Assistant Collector of Revenue job description has not been updated since 2012, and the role has evolved. Some of the key additions are

- Provides policies and procedures for the department.
- Interviews Job candidates and recommends selection with Tax collectors. New hire training and assistance with employee performance evaluations.
- Responsible for performing delinquent tax collecting functions, including Supervising and implementing alias tax warrants and conducting audits.
- Responsible for assigning delinquent accounts to collection agencies, processing payments, and reporting to Finance.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change.

**Tyron V. Harris- SHRM-CP, FMLA-CP, HRBP-CP**  
**Building A Resilient NonProfit Culture-CP**  
**Advanced Certification in Strategic Human Resources Management**  
Human Resources Director & Chief Diversity Officer

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Assistant Collector of Revenue

**GRADE:** 44-13

**DEPARTMENT:** Tax - Finance  
5/1/2023

**DATE:** 10/16/12

### POSITION DEFINITION:

Under the general direction of the Collector of Revenue, provides technical and administrative assistance, of some complexity and variety, to the Collector of Revenue. Assumes the full responsibility of the office in the absence of the Collector.

### ESSENTIAL JOB FUNCTIONS:

- Plans and organizes work according to established or standard office procedures.
- Establishes priorities and assigns work in the functional areas of computerized billing, collection, and record keeping.
- **Recommends and participates in ~~the implementation of~~implementing changes in current collection practices, data processing, recommends changes in policies and procedures, and training in computerized operating procedures.**
- Supervises ~~accounts'~~ accounts clerks in receiving, recording and verifying revenues.
- Intervenes on behalf of subordinate staff to resolve **non routine** taxpayer complaints.
- Interprets statutory language for the public.
- **Processing and reconciling bank adjustments including: NSF, Ach Returns, Chargebacks, and deposit corrections.**
- **Responsible for performing delinquent tax collecting functions including: Supervising and implementing alias tax warrants and conducting audit.**
- **Responsible for assigning delinquent accounts to collection agencies, processing payments, and reporting to Finance.**
- Oversees the maintenance of manual and computerized financial records, including receiving and crediting of taxes and any special assessments or charges.
- **Maintains and balances daily deposits**, accounts receivable, and checking ~~account~~ accounts and prepares monthly financial revenue statements.
- **Assist with Department budget.**
- **Maintains records with bank for check scanning and balancing.**
- Develops and maintains monthly reports and computer files for audit trail.
- Tracks overpayments and oversees refund procedure.
- **Maintains records retention schedule with State Library.**
- Performs data collection and processing in preparation for generating real estate bills, lists and electronic files for escrow institutions and tax services throughout the year.
- Performs mathematical computations, requiring absolute accuracy in examining, verifying and correcting taxes, and interest amounts.
- Prepares and enters information into computerized collection system.
- Provides information and assistance to attorneys, title searchers, and banking officials.
- Assists in the preparation and processing of delinquent tax lists, tax and other lien notices.



- Prepares statistical information of some complexity for Collector.
- Provides general information and assistance to members of the general public.
- Provides supervision and leadership to other clerical staff.
- Provides policies and procedures for the department.
- Interviews Job candidates and recommends selection with Tax Collectorcollectors. New hire training and assists with employee performance evaluations.
- Manages and participates in special projects as requested.
- Opens and screens mail and handles routine correspondence for Collector.
- Maintains delinquent taxpayer status with DMV.
- Sets up and maintains office files, spreadsheets, and records as needed. Implementing modernization and efficiencies as needed.
- Works with IT and vendors to implement appropriate information, and resolve issues.
- Maintains files documenting adjustments, corrections, and refunds for audit trail.
- Performs word processing and related clerical work.
- Operates computer workstation and peripherals, copier, fax machine, calculator, and other office equipment.

### **ADDITIONAL JOB FUNCTIONS:**

- May communicate verbally or in writing with non-English speaking members of the public.
- May provide services as public notary to members of the public.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of accounting, and office management techniques.
- Considerable Basic computer skills including the ability to enter retrieve and verify data; knowledge of, or experience with word processing and spreadsheet programs or the ability to acquire such skills.
- Considerable knowledge in oral and written communication.
- Considerable ability to establish and maintain effective working relationships with associates, banks, other agencies, and the general public.
- Through knowledge ability to acquire a working knowledge of tax collection policies, procedures, and laws, including pertinent State Statutes and Town Ordinances.
- Considerable skills in business mathematics and mathematical computations.
- Ability to perform basic mathematical computations.
- Ability to deal effectively with town staff, state, and local officials, and the public.
- Ability to maintain complex records and files.

### **PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.

- Must be able to sit at a desk or stand and work continuously for extended periods of time.

### **JOB QUALIFICATIONS:**

- Requires a high school education, or its equivalent, with ~~course work~~coursework in Bookkeeping or Business Mathematics and at least three years of municipal collections experience;
- or an Associates' Degree in a related field and one year of such experience.

### **LICENSING REQUIREMENTS:**

- CCMC Certification required within 3 years of implementation of this job description and pay grade, or appointment to this position.
- Continued education and training to maintain re-certification every 5 years.

### **EEO/AA Statement**

In the Town of East Hartford, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our residents, and our community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

**NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**