

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

August 29, 2022

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Monday August 29, 2022 5:30 pm Town Council Majority Office/Teams

**This meeting is accessible through “Microsoft Teams” 1 929-235-8441
Conference ID: 340 880 1# or [Click here to join the meeting](#)**

A G E N D A

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - A. April 26, 2022
3. OPPORTUNITY FOR RESIDENTS TO SPEAK
4. OLD BUSINESS
5. NEW BUSINESS
 - A. Social Services Supervisor Job Description
6. ADJOURNMENT

C: Town Council
Mayor Walsh
Tyron Harris, Human Resources Director
Laurence Burnsed, Director of Health and Social Services

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

April 26, 2022

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

ALSO Tyron Harris, Human Resources Director
PRESENT Sandy Franklin, Benefits Coordinator
Richard Kehoe, Town Council Chair

CALL TO ORDER

Chair Tsegai called the meeting to order at 6:04 pm

APPROVAL OF MINUTES

March 14, 2022 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun
to **approve** the minutes of the March 14, 2022 Personnel & Pensions
Subcommittee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

NEW BUSINESS

Compensation Plan for Non-Bargaining Unit Employees

The purpose of this evening's meeting was to the systemic pay plan for East Hartford Town Employees, specifically for non-bargaining unit classified service employees. Sandy Franklin, Benefits Coordinator provided language changes on Personnel Rules for members of staff who fall into this category. Tyron Harris, Human Resources Director, stated that the pay plan document would require approval from the Town Council based on recommendation from the Committee of the proposed benefits and compensation as described.

Rich Kehoe, Town Council Chair, gave a recap of how the Compensation Plan document was developed. The Council had a Director's Compensation Study presented on January 1, 2022, including department directors, the Mayor's Chief of Staff, the Fire Chief, and the Chief of Police. The compensation plan for these positions was approved as part of the town budget in March. The goal is to have the Council review compensation plans for non-bargaining unit employees annually as part of the annual budget review. The goal is to have a systemic plan for both directors and non-bargaining unit employees as a

TOWN CLERK
EAST HARTFORD

2022 APR 29 AM 9:51

Robert J. Park

package so that the Council can review and make any adjustments as necessary for approval. The Town Charter states that compensation of all town employees must be approved by the Town Council. Union staff compensation is approved separately via votes on Labor Contracts.

Of the positions under review, a number of those listed work a required 35-hour work week, while others of higher grade (7-15) work a 40-hour week. The Committee proposed an amendment to update the list of salary grades to include hours worked.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to provide the Town Council with the April 24, 2022 Compensation Plan with changes to wage scales as discussed for approval.

Motion carried 3/0.


ADJOURNMENT

MOTION By Tom Rup
 seconded by Harry Amadasun
 to **adjourn** 6:36 pm.
 Motion carried 3/0.

C: Town Council
 Mayor Walsh
 Connor Martin, Chief of Staff
 Tyron Harris, Human Resources Director



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 8, 2022
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh 
RE: REFERRAL: Social Services Supervisor Job Description

Please see attached the draft job description and memo from Tyron Harris Human Resource Director for the Social Services Program Supervisor position.

- Social Services Program Supervisor – draft job description attached. Please send to P&P for review. Negotiated job description with Local #818. Agreed to move salary range from grade 108 to grade 112.

Please place on the Town Council Agenda for the August 16th, 2022 Town Council meeting as a communication.

Thank you.

C: T. Harris, HR Director
L. Burnsed, Health & Social Services 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

August 8th 2022

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

Re: Social Services Supervisor position

Dear Mr. Walsh:

Attached is the social services supervisor position description with proposed revisions. As noted one of the key changes is to modify the education to require licensure as a clinical social worker (LCSW). We also added several job duties related to outreach, partnering with the Police Department's LCSW via the behavioral health contract, and assignments that tie in licensed clinical social work. Finally, with the approval of the East Hartford Supervisors Union Local No. 818 of Council No.4 we are requesting to move the position from grade 108 to grade 112.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

Town of East Hartford

Title: -Program Supervisor, Social Services Division

Department: Health & Social Services

Reports to: Director, Health & Social Services

Grade:— 108

Department: Health & Social Services

Date: January 6, 2004 May 9, 2022

Description:ESCRPTION

GENERAL DESCRIPTION Position Class Definition:

The Town of East Hartford, Department of Health & Social Services is responsible for promoting the well-being, self-sufficiency, and quality of life of residents by administering a variety of human services programs, including tax rebate programs, housing, and energy assistance programs, food distribution, emergency relocation services pursuant to the Uniform Relocation Assistance Act, and other community support systems. The person in this position serves as the Social Services program supervisor. This is very responsible human/social services work involving planning, organizing, administering and directing the operations and staff of the Social Service Division.

The Supervisor, Social Services administers a variety of programs, supervises full-time and part-time staff, recruits and trains professional staff, represents the division to the community, and assists the Director in planning, needs assessments, grants writing, program development and evaluations, and public relation/social marketing. The Social Services Supervisor is also responsible for fostering partnerships with other Town departments, state agencies, healthcare providers, behavioral health programs and community-based organizations to address barriers to service delivery and link residents to appropriate services.

SUPERVISION RECEIVED

Works under the supervision of Director, Health & Social Services.

SUPERVISION EXERCISED Supervision Exercised:

Supervises social workers, case workers, outreach workers, part-time contracted workers and student interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES Essential Job Functions:

- Recruits, trains, supervises and evaluates professional staff, caseworkers, clerical staff, volunteers and interns; Plans and implements professional development and in-service training programs. Administers and supervises others administering all human services programs benefiting Town residents, including tax rebate programs, housing and energy assistance programs, food distribution programs, and the like other programs that link residents to appropriate services and community support systems.
- Plans, develops and implements programs extending the reach of health and human services programs into community settings to vulnerable populations, in partnership with allied state and community agencies and institutions.
- Supervises and provides comprehensive intake, assessment and case management for individuals and families who request help with problems including mental illness, drugs, alcohol, physical and mental disabilities, family dysfunction, financial instability, domestic violence and other social health issues.
- Collaborates with the Police Department crisis response contract staff to conduct assessments and case management via phone, in-person, or virtual platforms to clients referred for social services.
- Collaborate with the Police Department crisis response contract staff to provide training and consultation to law enforcement and other municipal department personnel about mental illness, substance use, de-escalation techniques and related topics.
- Responds to case management referrals using risk screening and assessments, mental status exams, and collaborate with other team members and community providers; links clients to appropriate clinical services and community support systems.
- Coordinates with municipal programs and community programs to assist individuals to remain safely in the community and to engage in treatment.
- Provides counseling and referrals on health programs such as Medicare, Medicaid and resources to assist with eligibility and enrollment.
- Prepares annual budget and oversee expenditures in assigned areas to assure sound fiscal controls and effective use of budgeted funds.
- Researches, develops and prepares funding proposals to private and public sources to develop programs and projects aimed at furthering the goals and objectives of Social Services.
- Evaluates service needs and formulates short and long term plans to meet needs in all areas of responsibility
- Maintains documentation in compliance with agency and program standards.
- Prepares narrative and statistical reports for the Director, state and federal agencies.
- Serves as the Department's Uniform Relocation Assistance Act designee.
- Assists the Director and Public Health Emergency Response Coordinator with clinical preparedness, recruitment and training of community volunteers, design and implementation of behavioral health protocols to meet public emergencies, and liaison/coordination with multiple human service agencies and institutions to meet the emergency preparedness needs of special and vulnerable populations.

ADDITIONAL DUTIES

~~Assist the Director and Emergency Response Coordinator (ERC) with clinical preparedness, recruitment and training of community volunteers, design and implementation of behavioral health protocols to meet public emergencies, and liaison/coordination with multiple human service agencies and institutions to meet the emergency preparedness needs of special and vulnerable populations.~~

KNOWLEDGE, SKILLS & ABILITIESKnowledge, skills, and abilities:

- Knowledge of the philosophy, principles and practices of municipal or public social services administration and supervision.
- Knowledge of social casework methods and techniques relating to the problems and needs of the elderly, disabled and families.
- Knowledge of clinical counseling principles, practices and ethics.
- Training: Demonstrated training and experience in all aspects of behavioral health and substance use treatment, assessment, and evaluation.
- Knowledge of funding sources and current legislation and regulations concerning the elderly, disabled and families, and ability to prepare and administer grant applications.
- Knowledge of available assistance and social service programs and benefits in the community and surrounding areas.
- Knowledge of program requirements and ability to obtain services to satisfy program needs.
- Ability to supervise social work staff, clerical staff and students.
- Ability to communicate effectively, orally and in writing, and establish and maintain effective working relationship with community agencies, staff, clients and the general public.
- Effective interpersonal and communication skills with individuals with mental health and co-occurring disorders, as well as with their families/caregivers and natural support systems.
- —
- Ability to prepare written records and reports. Superior ability to use computers and software current to the field
- Ability to ensure the security and confidentiality of client information and records.
- East Hartford is a diverse community with 70% of the population comprised of persons of color. The person in this position will need to have a good understanding of cultural competency and cultural humility.
- —

QUALIFICATIONEducation:

~~Masters~~Master's degree in social work from a program accredited by the Council on Social Work Education or related health human services field (Social Work, Human Services, Sociology, Psychology, Family & Child Development, Counseling, Gerontology, or Guidance & Counseling);

Experience:

~~with at least~~At least five years of progressively responsible supervisory experience in human services, social services, or a related field, or demonstrated experience serving as the lead or coordinator of social services or related programs.

Licenses/Certificates/Other Qualifications:

SPECIAL REQUIREMENTS

- Licensure as a clinical social worker in the State of Connecticut.
- Must have a valid Connecticut driver's license.
- Bilingual/Bicultural, Spanish/English skills helpful, but not required

Additional Requirements:

- An acceptable general background check to include a local and state criminal history check and sex offender registry check.
- A valid driver's license with an acceptable driving record.
- Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.
- In the event of a declared emergency in the town of East Hartford, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL AND MENTAL DEMANDSPhysical and mental demands:

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking, and standing; occasional reaching above and below desk level.
- Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
- Lifting: frequent lifting of papers, files, and material weighing up to 10 pounds; occasional lifting and carrying of equipment and other items up to 25 pounds.
- Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.
- Hearing/Talking: frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological Factors: frequent contact with others, including extensive public contact; frequent deadlines and time-limited assignments.

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

~~The employee must occasionally lift and/or move up to 40 pounds. This employee must be able to work with elderly, physically disabled or mentally disabled individuals. This position requires the ability to define problems, collect data, establish facts and draw valid conclusions.~~

~~**WORK ENVIRONMENT**~~**Work environment:**

- ~~• Work is primarily performed in an office setting, subject to continuous interruptions and background noise.~~
- ~~• While performing the duties of the job, the employee occasionally works in outside weather conditions while conducting home visits or resident outreach.~~
- ~~• Occasional after-hours work may be required for outreach and education events.~~

~~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 the job, the employee occasionally works in outside weather conditions while conducting home visits. The noise level in the work environment is moderately quiet in the office.~~

~~**GENERAL GUIDELINES**~~**General guidelines:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission 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.

