

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

September 26, 2023

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Tuesday September 26, 2023 5:30 pm CCC 111/Microsoft Teams

This meeting is accessible through "Microsoft Teams" 1 929-235-8441

Conference ID: 240 623 060# **or** [Click here to join the meeting](#)

AGENDA

1. CALL TO ORDER
 2. APPROVAL OF MINUTES
 - A. September 14, 2023
 3. OPPORTUNITY FOR RESIDENTS TO SPEAK
 4. OLD BUSINESS
 5. NEW BUSINESS
 - A. Proposed Revision of Job Description and Pay Grade Increase for Administrative Clerk III (Police Department)
 - B. Proposed Revision of Job Description, Pay Grade Increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)
 6. ADJOURNMENT
- C: Town Council
Mayor Walsh
Tyron Harris, Human Resources Director

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

September 14, 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 5:33 pm

APPROVAL OF MINUTES

September 5, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the September 5, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revision of Job Description and Title for Counseling Coordinator

Director Harris stated that the job description has not been updated since 1987, thus requiring a number of changes to required qualifications and general duties and skills including:

- Current licensure in the State of Connecticut as a licensed clinical social worker (LCSW), licensed marital and family therapist (LMFT), or licensed professional counselor (LPC).
- Serving as an EH Juvenile Review Board member to provide recommendations for referred juvenile offenders.
- Preparation and oversight of confidential case records and related files.

- Preparation of statistical and narrative reports of some complexity for the Director and Program Manager.

The director clarified that the job description is for that of Counseling Coordinator, and that contrary to the initial memo, no change in title is recommended.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision of Job Description for Counseling Coordinator in the department of Health and Human Services, dated August 15, 2023 as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Creation of Job Description for New Position of Program Supervisor, Crisis Intervention Division

The director stated that this position had initially been funded through ARPA and other grants. In collaboration with the Police and Fire Departments, the person in this position works directly with residents to link individuals in crisis to appropriate mental health, clinical, and assistance services. Based on the results and consulting with the Health and Human Services Director, the Director recommends restructuring the department so that the position remains permanent. As the recently vacated position of Youth Services Director will not be filled, funding is available within the department's budget to make the change.

Primary responsibilities for the Program Supervisor will include:

- administering programs that evaluate the needs of residents, and provide referrals and resources so that individuals can access appropriate behavioral health and support services.
- oversight of staff that conduct assessments of residents seeking assistance, and providing case management of clients and/or family members in collaboration with other departments, healthcare and behavioral health providers, and community partners.
- oversight of Juvenile Review Board (JRB) operations and other programs implemented to reduce youth violence, delinquency and truancy.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the Job Description for New "Position of Program Supervisor, Crisis Intervention Division" in the Health and Human Services department as provided by the Department of Human Resources in a memo to Mayor Michael P. Walsh dated August 21, 2023 per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **adjourn** (5:47 pm)

Motion carried

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 8, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached request for changes to the job descriptions of Administrative Clerk III-Quartermaster and Administrative Clerk III. These changes more appropriately define the job responsibilities for these positions.

Please place this item on the Town Council agenda for the September 19, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M.McCaw, Finance 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 30th 2023

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

Re: Administrative Clerk III

Dear Mr. Walsh:

Please see the revised Administrative Clerk III. Most revisions are better at defining the role of an Administrative Clerk III.

Attached is the Administrative Clerk III position description with proposed revisions.

Some of the key additions are

General Duties

- Works with applicants and Department Directors to get Outdoor Amusement Permit applications and materials reviewed and ready for submission and placement on the Town Council agenda for approval. Upon approval, processes permit.
- Assists in drafting, finalizing, and distributing the Operation Plans with instructions from the Assistant Chief and Deputy Chief of Operations and/or their designee.
- Coordinates police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to ensure fingerprint data and classification information are properly recorded.
- Enters and retrieves information into and from the State Police "Collect System" by computer terminal.
- In the absence of the Accounts Payable Clerk, assist when immediate assistance is required to enter requisitions, research POs or payment history, process a payment or employee reimbursements, run reports in Munis, contact a vendor for their W9, etc.
- When requested, check voicemails, chief's mail, create a posting and process acknowledgement of an FOI request in Absence of Chief of Police Administrative Assistant.

Therefore, I recommend that this position be referred to the Town Council for consideration and a grade change.

Tyron V. Harris
Human Resources Director

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DRAFT
TOWN OF EAST HARTFORD

TITLE: Administrative Clerk III **GRADE:** 4-5
DEPARTMENT: Police **DATE:** April 2023

POSITION DEFINITION:

Performs office administrative and general clerical work of various complexities and variety. Supports all Police Department Bureaus with various assignments requiring a knowledge of department programs and procedures and ability to work independently.

GENERAL DUTIES:

- Assists Lieutenant for Support Services with Distracted Driving, Click It or Ticket and other grants in the capacity of putting binders together, keeping track of deadlines, assisting with entering general information into application (i.e. using UCONN CT Crash Data Report), inputting grant reporting in various grantee reporting systems (JAG, ASAP, Grantium, etc.), submissions of grant reports and obtaining S Accounts from Finance. Also follow up with accounts payable for copies of payment paperwork for reimbursement from grantors.
- Works with applicants and Department Directors to get Outdoor Amusement Permit application and materials reviewed and ready for submission and placement on Town Council agenda for approval. Upon approval, processes permit.
- Assists in drafting, finalizing and distributing the Operation Plans with instructions from the Assistant Chief and Deputy Chief of Operations and/or their designee.
- Following up with OIC for after-action reports, filing and submitting copies to Accreditation department.
- Responsible for processing raffle and bingo applications and upon approval, processes permit(s).
- Responsible for updating and printing staff worksheets every four-week period and to ensure any "Special Attention" notes are included. (mark for Light Duty/Admin Duty/Admin Lve/Trainings/Injured/Swaps/FTO's Assignments, adding and removing personnel from rosters as necessary).
- Responsible for maintaining the current staff worksheets up-to-date with information provided by Lt. of Support Services, Chiefs and the Training Officer and/or another designee (mark Light Duty/Admin Duty/Admin Lve/Trainings/Injured/Swaps/FTO's Assignments, adding and removing personnel from rosters as necessary).
- Assists with maintaining the Light Duty/Injured spreadsheet up-to-date with current information and marking the worksheets accordingly (Light Duty/Admin Duty/Injured) in addition to adding any pertinent documentation provided on the share drive files.
- Responsible for updating and distributing the Desktop Schedule every eight weeks and as changes are made throughout the bid year.
- Assists Lieutenant for Support Services during budget time by creating binders for Chief's and Mayor and other designees and editing budget documents (updating salary documents/adding formulas or other content to documents).

- Assists Professional Standards Bureau with entering "Use of Force" reports into the IA Pro system.
- Creates the following years Bidding Schedule and creates new worksheets for the new bid year, as well as, assisting Lt. of Support Services with posting of Bids.
- Copies and distributes the Daily Worksheets to Management, Communications, Records Supervisor and Records Department.
- Check mail daily and distributes to appropriate personnel.
- Assists staff, as needed, with projects such as assisting Community Officers with putting together the binders and printing Certificate of Completion for the Citizen's Academy, etc.
- Updates and distributes the Special Events Calendar.
- Take minutes for meetings as necessary (i.e. Uniform Committee).
- Assist in editing word documents and creating spreadsheets when needed.
- Respond and assist public/staff when phone calls are received.
- Develops and maintains filing systems as needed.
- Observes strict confidentiality in maintaining files, records and any office conversations.
- Reports work accomplished to Supervisor.
- Receives oral and written instructions from supervisor(s).
- Plans work according to established office or standard procedures.
- Establishes priorities within work assignments.
- ~~Receives, classifies and processes criminal activity information to Career Criminal unit.~~
- ~~Coordinates police activity statistics for reports to Mayor's Office, State Police, State Attorney and the Federal Bureau of Investigation.~~
- ~~Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to assure fingerprint data and classification information is properly recorded.~~
- ~~Enters and retrieves information into and from State Police "Collect System" by computer terminal.~~
- ~~Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.~~
- ~~Receives, processes and transmits by teletype, information on missing persons, stolen cars and stolen car plates.~~
- ~~Maintains schedule and appointment information for detective employees.~~
- ~~Prepares and types statistical information and reports.~~
- ~~Organizes, types and collates major case summaries in book form.~~
- ~~Types correspondence, narrative reports and documents from rough draft.~~

ADDITIONAL DUTIES:

- Operates office equipment such as calculators, photocopying machines, scanners and other equipment as necessary.
- In the absence of the Accounts Payable Clerk, may assist when immediate assistance is required to enter requisitions, research POs or payment history, process a payment or employee reimbursements, run reports in Munis, contact a vendor for their W9, etc.

- [When requested check voicemails, chief's mail, create a posting and process acknowledgement of an FOI request in Absence of Chief of Police Administrative Assistant.](#)
- Performs related tasks as required.

SUPERVISED BY:

Receives general supervision from an assigned Supervisor.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with a high school education, and three years experience in general office work.
- Ability to acquire a working knowledge of department programs, policies and procedures.
- Ability to apply common sense understanding to carry out instructions furnished in oral, written or schedule form.
- Ability to add, subtract, multiply and divide all units to measure.
- Ability to perform routine bookkeeping in monitoring an operating budget.
- Ability to type accurately.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to deal cooperatively and effectively with others.

LICENSE OR CERTIFICATE:

Not applicable.

EEO/AA Statement

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

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

MICHAEL P. WALSH
MAYOR

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TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

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September 5, 2023
The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: Administrative Clerk III Quartermaster

Dear Mr. Walsh:

Please see the revised Administrative Clerk III- Quartermaster. Most revisions are better at defining the role of an Administrative Clerk III- Quartermaster.

Attached is the Administrative Clerk III Quartermaster position description with proposed revisions.

Some of the key additions are

General Duties

- Coordinates police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.
- Receives, processes, and transmits by teletype information on missing persons, stolen cars, and stolen car plates.
- Maintain alarm registrations in NEXGEN daily by updating and deleting any new alarm information.
- Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to ensure fingerprint data and classification information are properly recorded.
- Receives, classifies, and processes criminal activity information to the Career Criminal unit.

LICENSE OR CERTIFICATE:

- Collect and NCIC certified

Therefore, I recommend that this position be referred to the Town Council for consideration and a grade change.

Tyron V. Harris
Human Resources Director

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TOWN OF EAST HARTFORD

TITLE: Administrative Clerk III **GRADE:** 4 5
Quartermaster
DEPARTMENT: Police **DATE:** 8/31/2023 07/01/87

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POSITION DEFINITION:

Performs office administrative and general clerical work of some complexity and variety; and specialized clerical administrative work in the detective unit. Provides information to town departments, public, and staff members, requiring a knowledge of department programs and procedures.

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GENERAL DUTIES:

- Receives oral and written instructions from supervisor.
- Plans work according to established office or standard procedures.
- Establishes priorities within work assignments.
- Receives, classifies, and processes criminal activity information to the Career Criminal unit.
- Coordinates police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to assure-ensure fingerprint data and classification information is properly recorded.
- Enters and retrieves information into and from the State Police "Collect System" by computer terminal.
- Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.
- Receives, processes, and transmits by teletype, information-information on missing persons, stolen cars, and stolen car plates.
- Develops and maintains filing systems as needed.
- As assigned, maintains unit attendance and leave records.
- ~~Provides information and referral services to the public regarding unit programs and procedures.~~
- ~~Maintains schedule and appointment information for detective employees.~~
- Prepares and types statistical information and reports.
- Organizes, types, and collates major case summaries in book form.
- Types correspondence, narrative reports, and documents from a rough draft.
- Observes strict confidentiality in maintaining restricted files and records.
- Prepares file information for review by a supervisor or an approved administrator.
- Reports work accomplished to the Supervisor.
- Process orders through appropriate vendors for uniforms, equipment and office supplies on an as-needed-as-needed or requested basis

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- Receive and process ~~officers~~officers' request for uniforms/equipment order forms
- Maintain and log information from each order into ~~excel~~Excel date spreadsheets in the appropriate officer file, keeping an accurate accounting tally of their uniform allowance balance
- Email order forms to appropriate vendors (Horwitz, Fairfield Uniforms, ~~ete~~etc.)
- Process and distribute orders when they arrive in ~~the~~ department by sending email to officer for pickup, ~~obtain~~obtaining their signature on invoice, ~~copy~~copying, file, ~~send and sending an~~ original invoice to ~~the~~ Accounting Department.
- Coordinate with Fire Department in regards to receiving/returning UPS or FEDEX packages on a daily basis. Distribute packages to appropriate ~~personal~~personnel or departments. Daily packages are left with Fire, Front Desk or Records
- Distribute all State and Federal publications, including Red/Blue books, ~~and~~ State of Connecticut Infractions Schedule booklets, to all units in a timely manner
- Meet vendors in a polite and professional manner
- Order and replenish all State, Federal, DMV, DCF, and Judicial Department forms at all times for the officers located in the Report Writing Room, Booking, and the Watch Commanders Office
- Order and replenish all Infractions, Complaint Tickets, Misdemeanor Summons Tickets, Parking Tickets and Juvenile Summons Tickets. Keep in a locked cabinet and in the Watch Commanders Office.
- Keep ~~an accurate written records~~accurate written records of ALL tickets according to the State Accreditations Regulations
- Responsible for ordering all office supplies, copy paper, gloves, batteries and distribute as needed in the appropriate cabinets
- Check and replenish all supplies and forms in Booking on a weekly basis
- Keep constant supplies of ink/toner/waster cartridges for all department printers and copy machines. Receive MIS weekly print out and order/replace toners as needed
- Trouble shooting or placing service calls on all copiers, fax machines, printers that need repair
- Maintain alarm registrations in NEXGEN on a daily basis by updating, deleting any new alarm information. Take phone calls or ~~in-person~~in-person questions in a professional manner
- Generate and process monthly alarm notices(warnings, late notices and billings). Send letters in a timely manner
- Generate and process in May the mass annual alarm registration renewal letters in a timely manner
- Accurately enter and process in NEXGEN all alarm billings or renewal payments by check or cash in a timely manner. Send the weekly report to Accounting in a timely manner
- Responsible for storing and distributing NARCAN supplies
- Responsible for storing and ordering all COVID supplies
- Keep a clean and organized area of used uniforms and equipment for officers in as needed basis

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ADDITIONAL DUTIES:

- Enters and retrieves information in an electronic filing machine by computer terminal.
- Operates office equipment such as calculators, photocopying machines, collators, and mailing equipment.
- **Temporarily relieves other office staff as need requires.**
- Performs related tasks as required.
- **Report work accomplished to the Supervisor**

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SUPERVISED BY:

Receives general supervision from an assigned Supervisor.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with a high school education; and three ~~years~~ years' experience in general office work.
- Ability to acquire a working knowledge of department programs, policies and procedures.
- Ability to apply common sense understanding to carry out instructions furnished in oral, written or ~~schedule~~ scheduled form.
- Ability to add, subtract, multiply, and divide all units to measure.
- Ability to perform routine bookkeeping in monitoring an operating budget.
- Ability to type accurately.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to deal cooperatively and effectively with others.

LICENSE OR CERTIFICATE:

Not applicable.

Collect and NCIC-certified NCIC-certified

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EEO/AA Statement

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