

MICROSOFT TEAMS
PERSONNEL AND PENSIONS SUBCOMMITTEE

December 20, 2022

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Tuesday December 20, 2022 5:30 pm Town Council Majority
Office/Teams

**This meeting is accessible through “Microsoft Teams” 1 929-235-8441
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AGENDA

1. CALL TO ORDER
 2. APPROVAL OF MINUTES
 - A. August 29, 2022
 3. OPPORTUNITY FOR RESIDENTS TO SPEAK
 4. OLD BUSINESS
 5. NEW BUSINESS
 - A. Real and Personal Property Assistant
 - B. Deputy Finance Director
 6. ADJOURNMENT
- C: Town Council
Mayor Walsh
Tyron Harris, Human Resources Director

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

August 29, 2022

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun and Tom Rup
ALSO Tyron Harris, Human Resources Director
PRESENT Laurence Burnsed, Director of Health and Social Services
Jessica Carrero, Durational Project Manager

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:32 p.m.

APPROVAL OF MINUTES

April 26, 2022 Meeting

MOTION By Harry Amadasun
seconded by Tom Rup
to **approve** the minutes of the April 26, 2022 Personnel & Pensions
Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

NEW BUSINESS

Social Services Supervisor Job Description

Director Harris summarized the proposed revisions to the Compensation Plan for the recently vacated Social Services Supervisor position including requiring license as clinical social worker (LCSW) and increasing the pay grade to remain competitive to the current market for similar positions. Director Burnsed shared that the LCSW revision to the position was made to help sustain the growing partnership with East Hartford's Police Department with regards to behavioral health efforts and community engagement.

MOTION By Tom Rup
Seconded by Harry Amadasun

2022 SEP - 1 AM 11:04
TOWN CLERK
EAST HARTFORD

Robert J. Cook

to **recommend** the Town Council accept the revised Compensation Plan for Social Services Supervisor dated August 8, 2022 as amended by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0.

ADJOURNMENT


MOTION By Tom Rup
 seconded by Harry Amadasun
 to **adjourn** at 5:42 pm.

Motion carried 3/0.

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 1, 2022
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh 
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached job descriptions for Real & Personal Property Assistant and Deputy Finance Director submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the December 13, 2022 meeting for referral to the Personnel and Pensions Subcommittee.

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

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December 1st 2022

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

Re: Real & Personal Property Assistant and Deputy Finance Director

Dear Mr. Walsh:

Attached is the Real & Personal Property Assistant and Deputy Finance Director position description with proposed revisions. As noted, one of the fundamental changes for the Deputy Finance Director may present the town's position during arbitration or other labor negotiations, recommend collective bargaining strategies, goals, or objectives, and have Audit/CPA experience.

The Real & Personal Property Assistant job description has yet to be updated since 1987, and the role has evolved. 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

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Real & Personal Property Assistant **GRADE:** 9-10
DEPARTMENT: Office of Assessor-Finance **DATE:** 12-1-2022

POSITION DEFINITION:

Assists in all areas related to the preparation of the grand list with special emphasis on personal property. Performs work in the field related to real and personal property in accordance with the general policy of the office, and assists in the application and maintenance of all State mandated programs.

GENERAL DUTIES:

- Receives oral or written direction from the Assessor or Deputy Assessor.
- Lists real and personal property in the field as required, and plans such work in conjunction with the office assignments.
- Assists in the collection of data for input to the Assessor's computerized information system.
- Assumes office responsibility in the absence of the Assessor and Deputy Assessor.
- Assists in the maintenance of all records, cards, and files used in the Assessor's office.
- Assists in the valuation and maintenance of motor vehicle lists.
- Maintains sales analysis files and reports as required.
- ~~Arranges independent audit meetings with businesses to obtain accurate data pertinent to the preparation of the grand list.~~
- Assist Auditors with compiling a list of accounts to Audit, put together Audit packages, mail packages and results to Audited accounts and create COC for results.
- Makes independent field judgments on accuracy and applicability of data.
- Responsible for the applications and tracking of our distressed municipality program.
- Design and maintain the Assessor's webpage.
- Assist in the BAA Hearings.
- Puts through all BAA decisions in QDS to Real Estate, Personal Property and Motor Vehicles.
- Provide backup for the Munis system and budget planning.
- Maintain and create excel files for office use.
- Maintain record retention schedule and dispose of documents accordingly.
- Manage new digital filing of Certificate of Corrections.
- Assist in compilation of the Grand List.
- Assist coworkers with application processes of exemption programs.
- Assists public with general assessment procedures including exemptions.
- Pull reports from our Vison and QDS systems as needed for various office work or by request of the public or other Town offices.

ADDITIONAL DUTIES:

- ~~Assists in the maintenance of the personal property index file and cross index files.~~
- Receive and process all Personal Property Declarations.
- Value new Personal Property accounts.
- Reviews all personal property locations each year.
- Review all manufacturer exemptions and apply when applicable.
- Responsible for upkeep, mailing and applying of quadrennial exemptions.
- Gather documents required for state reports and file with the state.
- Receive and process all Income and Expense reports.
- Put together mass mailings for Income and expense reports and for Personal Property Declarations.
- Supervises clerical and technical staff as indicated by the Assessor or Deputy Assessor.
- Helps in the maintenance of assessment maps as required by property transfers, subdivisions and land splits.

SUPERVISED BY:

Receives general supervision from the Assessor and Deputy Assessor.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with an Associates Degree in Business and/or Accounting or a closely related field.
- Should have considerable knowledge of the principles and practices of real and personal property appraisals.
- Should have some experience of office systems and procedures, use of office equipment and some knowledge of the use of electronic data processing equipment.
- Ability to effectively deal with fellow employees and members of the public in general.
- Ability to make written and oral presentations as required.
- Considerable knowledge of the Connecticut Statutes pertaining to property Tax Assessment.

LICENSE OR CERTIFICATE:

Must possess a valid Connecticut Motor Vehicle Operator's License. CCMA Designation is desirable.

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

TOWN OF EAST HARTFORD

TITLE: Deputy Finance Director

GRADE: 112

DEPARTMENT: Finance

DATE: 12/1/2022

POSITION DEFINITION:

Overall the deputy finance director provides highly responsible and complex administrative support to the Finance Director and directly supports the Director in the management of the Finance, Tax and Assessor Departments. This position will assist with the Town budget, accounting and general ledger management, borrowing strategies, cash management and the overall administration of departments reporting to the Finance Director.

ESSENTIAL JOB FUNCTIONS:

- Works with departments to ensure compliance of budget related programs and policies
- Supports the director in ensuring the completion of accounting functions and maintenance of the Town's general ledger for all funds, including month-end closes, account and bank reconciliations, financial analysis, journal entries review, fixed assets and internal audit.
- Assist with reporting of budget to actual and forecasts. Monitors internal service funds and reviews accuracy of reports.
- Assists with annual Town audits and improvement of town policies and internal controls to ensure fiscal compliance with best practices and mitigation of risk.
- Assists in establishing the priorities of accounting, cash management, payroll, tax revenue, property assessment and revenue collection.
- Assists in the administration of Tax and Assessor departments with respect to employee management, Town policy compliance, and adherence to sound accounting practices
- Assists with the development of annual budget; interfacing with directors, Town Council and Mayor.
- Prepares financial information of bond offerings
- Coordinates the financial administration of personnel policies and collective bargaining agreements for department employees.
- Serves as a financial resource for Town departments, commissions and boards
- Provides direction and support to departments as directed by the Finance Director.
- Assists with fiscal management of grants
- Assists with actuary reporting for Town Pension and OPEB plans
- Develop strategies for improvements of modernization, efficiency and productivity.
- Ability to manage employees ensuring maximum performance.
- Other duties as required.
- Acts on behalf of the Finance Director in his or her absence and performs other duties delegated by the Director.

- May Present the position of the town during arbitration or other labor negotiations.
- Assesses risk levels associated with collective bargaining strategies.
- Recommends collective bargaining strategies, goals, or objectives.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of financial administration: accounting, budgeting, tax collection, purchasing and investing.
- Considerable knowledge of financial and accounting systems, including policies and financial reporting requirements.
- Knowledge of governmental accounting principles and procedures, including auditing, cash management and budgeting.
- Knowledge and expertise of software programs such as MUNIS, Novatime, Crystal reports.
- Intermediate to advanced Excel, including V-lookups and Pivot tables.
- Able to understand municipal operations and relation to budgetary impact.
- Considerable skills in mathematics and analysis.
- Knowledge of town, state and federal laws, policies, ordinances, rules and regulations
- Thorough knowledge of financial administration, including accounting, budgeting, purchasing and investing.
- Able to administer an accounting unit and to supervise the work of others
- Able to interpret statistical and narrative reports
- Able to communicate clear, concise, written and oral instructions
- Demonstrates a level of expertise with financial software products

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Long periods of time sitting and a computer terminal.
- May experience stress from multiple demands of this position.

JOB QUALIFICATIONS:

- A bachelor's degree from a recognized college or university in business, accounting, public administration or a related field, supplemented by courses in public accounting plus five years of responsible accounting experience, including two years of supervisory experience, or an equivalent combination of education and experience. Preferred qualifications (not mandatory) include candidates with at least two years in government.
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- Audit/CPA experience preferred.

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