

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

May 2, 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 7:16 pm

APPROVAL OF MINUTES

March 30, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the March 30, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Assistant Collector of Revenue

Director Harris shared proposed revisions to the job description for Assistant Collector of Revenue. The position has not been updated since 2012 and the role has evolved over time. Human Resources is currently reviewing a number of positions, and noted that upon review, the payscale for this particular role stood below the current market rate for similar municipalities. As part of the CSEA contract, employees within the Union can reach out to Human Resources for consideration of change in pay grade. Due to the number of additions made to the job description, the Director has recommended the paygrade for the role move from a grade 11 to a grade 13 to remain competitive.

The Committee confirmed the educational requirements of the job require a Bachelor's Degree, however relevant coursework and previous experience would be considered as adequate qualifications for appointment.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed revised Job Description and Compensation Plan for the position of Assistant Collector of Revenue, dated May 1, 2023 as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **adjourn** (7:20 pm)

Motion carried 3/0

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