

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

June 26, 2023

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

ALSO Tyron Harris, Human Resources Director (via Teams)
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:34 pm

APPROVAL OF MINUTES

May 2, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the May 2, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revisions of Job Descriptions

Case Worker I (Health Department)

Case Worker II (Health Department)

Director Harris shared that as each position brought to the Subcommittee is evaluated for changes, a wage study is performed amongst other municipalities. In the case of the Case Worker I position, current pay grade for the position remains on par with other municipalities. As the administration is currently restructuring the Health and Social Services department to become more all-encompassing of services, the purpose of evaluating the Case Worker I and Case Worker II positions was to provide a clear line of distinction between the two titles and their responsibilities.

The Caseworker I position's job description had not been updated since 2008. After receiving feedback from staff, Director Harris stated that there was a fair amount of overlap between the two positions' day to day activities.

The majority of changes in the position are focused on providing a more accurate and detailed definition of specific caseload responsibilities and expectations, which include determination of and community needs, providing application assistance and access to appropriate resources and maintaining proper historical records.

The Subcommittee discussed how standard job descriptions for roles such as the Caseworker positions are compared to other municipalities. Director Harris stated that the process will include evaluation of a number of other local town job descriptions, focusing on municipalities of a similar size and scope. The goal is to make East Hartford's job descriptions more robust and accurate to current needs.

For Caseworker I, the position is currently a Paygrade 7, which for 2023-24 ranges from \$49,495 to \$60,163 based on experience. The Caseworker II position, which requires a higher level of responsibility for training and critical response is a Paygrade 9, which ranges from \$56,403 to \$68,558.

The Subcommittee recommended that consideration be made to encourage Town residents to apply for administrative positions going forward. Director Harris stated that currently a number of administrative positions are filled by East Hartford residents and is in the process of providing a report on where staff currently resides.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the proposed revised Job Description for the position of Case Worker I in the Health and Social Services department, dated November 2, 2022, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the proposed revised Job Description for the position of Case Worker II in the Health and Social Services department, dated April 11, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Proposed Revisions of Job Descriptions and Pay Grade Adjustments

Director Harris stated that the position of Accounts Clerk had not been redefined since 2012. A number of changes based on staff and evolving responsibilities have occurred within the department and the revised job description provided details those duties, including clerical responsibilities, research and updated reporting methods.

The current agreement with the CESAU states that any current employee has the contractual right to request evaluation of their grade. In response to a petition by the current Account Clerk and discussion with management, Director Harris has recommended that the Account Clerk I position be re-graded from Paygrade 4 (\$40,975-\$49,801) to Paygrade 5 (\$43,597-\$52,992).

The Subcommittee discussed that while day to day operations can evolve over time to highlight individual talents and skills of current staff, job descriptions should remain consistent to reflect varying levels of responsibilities, particularly in the case of larger departments.

Account Clerk (Tax Department)

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 Account Clerk in the Tax department, dated April 12, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Director Harris stated while the job descriptions for the three positions to be discussed within the Building and Inspections Department have not changed since 1987, the primary reason for recommending revisions is to reflect a paygrade change for each of the Assistant Building Official job descriptions from a level 11 (\$64,517-\$78,415) to level 13 (\$74,069-\$90,034) as the Town has struggled to recruit and hire skilled applicants to fill the role. An evaluation of other municipalities resulted in the discovery that the current market requires an increase in salary to remain competitive.

Assistant Building Official- Electrical

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 Building Official- Electrical in the Inspections and Permits department, dated July 1, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Assistant Building Official

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the proposed revised Job Description and Compensation Plan for the position of Assistant Building

Official in the Inspections and Permits department, dated July 1, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Proposed Revisions of Job Descriptions, Pay Grade Adjustments and Changes in Title

The Director stated that a change in the job title is proposed for the position of Assistant Building Official- Plumbing and Heating to "Plumbing and Mechanical" to more accurately reflect the scope of responsibilities and skills required for the role.

Assistant Building Official- Plumbing and Mechanical

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed revised Job Description, Compensation Plan and Job Title for the position of Assistant Building Official- Plumbing and Mechanical in the Inspections and Permits department, dated July 1, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Administrative Secretary II - Senior Services

The Director stated that with the increased responsibilities of the current Senior Center Administrative Clerk and need for support to accommodate the growing demands of the Senior Center, the proposed job description reflects a change from an "Administrative Clerk II" position (grade 3, salary \$38,547-46,853) to an "Administrative Secretary II" (grade 5, salary \$43,597-\$52,992) position as the duties align more comparably to that title. The addition of "Senior Services" to the title is made to reflect the specialized duties that are more specific to the department.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the proposed revised Job Description, Compensation Plan and Job Title for the position of Administrative Secretary II - Senior Services in the Health and Human Services department, dated April 18, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried

Adjournment

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **adjourn** (6:05 pm)

Motion carried 3/0

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