

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

October 12, 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 5:35 pm

APPROVAL OF MINUTES

September 26, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the September 26, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revisions to Job Description and Title for Position of Fire Services Technician Heavy Mechanic

Director Harris shared that over the last few months, the Administration has been working with the local 1548 Fire Fighters Union to review job descriptions for various personnel. Upon evaluating similar descriptions and best practices in other municipalities, the Director has now advised that the title for this position not be changed as proposed in the initial memo sent over for review by the Council, but to remain the same, as the title of "Fire Services Technician Heavy Mechanic" most accurately reflects the role.

Changes to the job description have been proposed to best reflect the duties and necessary skills for the position, including:

- Skills in welding and other tools as employed in all phases of vehicle and equipment repair
- Ability to meet the minimum training requirements of OSHA for exterior firefighting with training provided by the Fire Department
- Possession of a Commercial Driver's License – B within one year of appointment
- Preference will be given to applicants who are previously certified as Firefighters.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision of Job Description for the Position of "Fire Services Technician Heavy Mechanic" in the Fire Department, dated October 1, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0.

Proposed Revisions to Job Description and Title for Position of Senior Secretary to the Mayor

Director Harris stated that the position of Senior Secretary in the Mayor's office has evolved over time as priority has been placed on more direct communication with residents. As the Mayor's office currently includes an Executive Secretary and Chief of Staff in addition to this role, over the years a portion of the duties as posted in the job description of Senior Secretary have been absorbed by those two employees, thus providing more opportunity for the duties of a communication oriented position to be performed.

Given these developments, the Director has recommended that the Town create a new position of Municipal Communications Specialist as a non-bargaining/non-supervisory employee that would be a part of the systematic pay-grade increase that is approved separately by the Town Council. Funding for the role would now be provided as the "Senior Secretary" role will become vacant, and compensation would be in line with pay-grade of the now vacant Senior Secretary position.

In consideration for the potential need of a Senior Secretary in the Mayor's office down the line, the title will remain on the Town's Administrative CSEA Union paygrade list with its original job description. Should a Communication Specialist and Senior Secretary be needed simultaneously, additional funds from the Town budget would be required to compensate for two separate roles.

In lieu of the creation of an entirely new job description, Human Resources has revised the original Senior Secretary job description as a template. The Director listed a number of revised attributes that have been added to the job description to better define a "Municipal Communication Specialist", including:

- Preparation of press releases and creation of various communication strategies for the Mayor's Office and other administrative departments
- Management of various social media sites and content, including the Town's monthly newsletter and annual report
- Skills in graphic design, web-editing and technical writing

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Job Description for “Municipal Communications Specialist” in the Department of the Mayor’s Office and recommended paygrade under the systemic pay plan, effective November 1, 2023, as presented at the October 12, 2023 Personnel and Pensions Subcommittee meeting.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
 Seconded by Harry Amadasun

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

Motion carried 3/0

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