

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

November 1, 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 6:20 pm

APPROVAL OF MINUTES

October 12, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the October 12, 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 for Career Coach

Director Harris stated that the Career Coach position which is a part of East Hartford Works, has evolved in its responsibilities as it has transitioned to the Town's Administrative umbrella from the Board of Education. The Director stated that the role has required more focus on providing career development services such as resume building and interview training and the facilitation of workshops and other trainings. Creating a more accurate job description was necessary for proper recruitment as the position is now currently vacant.

The Career Coach is a grant-funded, non-union position with a salary range of \$54,955 to \$61,817.

The Committee reviewed the job description and while acknowledging that research and data reflect wage gaps based on race, to clarify that the focus of the position is to provide services for the benefit of all residents, it was recommended that under “Position Definition” a sentence be revised to read as follows: “Our strategies focus on reducing earning and achievement gaps and our services are available in Spanish and English.” Director Harris supported the revision.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision of Job Description as amended for the position of Career Coach in the East Hartford Works Department, dated November 1, 2023, as provided 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** (6:30 pm)

Motion carried 3/0

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