



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

May 9, 2024

9:00AM

Main Meeting Room, Simsbury Town Hall

REGULAR MEETING AGENDA

Call to Order

1) Approval of Minutes

- April 11, 2024
- April 16, 2024

2) Human Resources Job Descriptions

3) WPCA Plant Operator I Reclassification

4) **Executive Session**

a) Pursuant to C.G.S. Sec. 1-200(6)(E): CSEA & IBPO Collective Bargaining Strategy

5) CSEA Tentative Agreement

6) Other Business

Adjournment

TOWN CLERK'S OFFICE

RECEIVED
TOWN OF SIMSBURY, CT
2024 MAY - 7 A 11: 36



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**Personnel Subcommittee
Regular Meeting
Thursday, April 11, 2024**

MINUTES

Members Present: Wendy Mackstutis, Steven Antonio

Staff Present: Marc Nelson, Tom Fitzgerald, Eric Gomes, Jessica Power

The meeting was called to order at 9:02 AM.

1) Approval of Minutes

Minutes were approved by consensus

2) Volunteer Policy Project Update

Jessica Power, Graduate Student Intern in the Town Manager's Office, presented to the group on the Volunteer Policy Project she has been working on with staff over the past few months. Ms. Power led the group through a discussion on the logistics, where volunteer opportunities would be posted on the website, and the background check process for those volunteer positions that may need one.

After the presentation the group engaged in discussion on the project.

3) Classification and Compensation Study Update

Staff provided an update to the Personnel Sub-Committee on the ongoing Classification and Compensation Study being done by GovHR.

4) Discussion on Town Manager's Goals

The group discussed the Town Manager goal setting process and how that would look once Board of Selectmen goals are set. Mr. Nelson stated his number one goal would be working on the Board of Selectmen goals.

5) Other

Mr. Fitzgerald informed the group that he and the Town Clerk are working on a process to assist unaffiliated voters being appointed to boards and committees and that he would report back to the Personnel Sub-Committee if that is something they are interested in him pursuing.

Adjourn

Mr. Antonio made a motion to adjourn the meeting at 10:45 AM. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Respectfully Submitted,
Tom Fitzgerald
Deputy Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**Personnel Subcommittee
Special Meeting**
Tuesday, April 16, 2024
Main Meeting Room, Town Hall

REVISED MINUTES

Members Present: Wendy Mackstutis, First Selectman; Steven Antonio, Deputy First Selectman; Heather Goetz, Selectman

Staff Present: Franklyn Barrueco, Management Specialist

The meeting was called to order at 4:18 PM.

1) Interview & Discuss Fair Rent Commission Applicants

The members of the Personnel Subcommittee interviewed applicants for the Fair Rent Commission.

Following the interviews, the Personnel Subcommittee discussed the qualifications of all the candidates and selected the composition for the Fair Rent Commission as follows:

Candidate	Party Affiliation	R=Regular, A=Alternate
Karin Stahl	D	R
Jackie Battos	R	R
Kevin Lyden	D	R
Stephanie Yocum	R	R
Nichole Perrault	U	R
George Tolhurst	D	A
Maxine Asnis	U	A

TOWN CLERK'S OFFICE

RECEIVED
TOWN OF SIMSBURY, CT
2024 APR 17 A 10:31

Adjourn

The meeting adjourned at 5:40 PM.

Respectfully submitted,
Franklyn Barrueco
Management Specialist



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Marc Nelson - Town Manager

To: Personnel Sub-Committee
From: Marc Nelson, Town Manager
Cc: Eric Gomes, HR Coordinator; Tom Fitzgerald, Deputy Town Manager
Date: May 9, 2024
Re: Proposed Human Resources Job Descriptions

Background

Currently the Human Resources of the entire Town is managed by one full-time employee, the Employee Benefits Coordinator, with assistance from other staff in the Town Manager's Office as needed. As a part of the 2024/2025 budget I requested a reorganization of the department by changing Human Resources from a function of the Town Manager's Office to its own standalone department as a way to better assist our employees. The budget includes the Employee Benefits Coordinator being reclassified to the Human Resources Director and the creation of a Human Resources Generalist to provide support to the HR Director.

The Town Manager's Office worked to conduct benchmarking for external similar positions. The Town Manager, Deputy Town Manager, and GovHR worked to create the proposed job description for HR Director. The Employee Benefits Coordinator provided assistance in creating the HR Generalist job description.

Job Description: Attached please find the proposed job description for the Human Resources positions.

Job Title: Human Resources Director & Human Resources Generalist.

Work Schedule: The positions would work the current Town Hall unaffiliated work schedule.

Pay Grade: The FY 2024/2025 budget has proposed salary ranges of \$90,000 – \$126,000 for the Human Resources Director and \$50,000 - \$70,000 for the Human Resources Generalist.

FLSA Status: These positions would be classified as an exempt position.

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

“...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

Financial Impact

These positions were included in the FY 2024/2025 budget.

Recommendation

- Approve the presented job description

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed recommendation, the following suggested motions are in order:

Move effective, May 9, 2024 to approve the updated job description for the Human Resources Director and Human Resources Generalist as presented.

Further move to forward this recommendation to the full Board of Selectmen for review and consideration.

Attachments

- a) Proposed Job Description – Human Resources Director
- b) Proposed Job Description – Human Resources Generalist



Job Title	Director of Human Resources
Department	Town Manager’s Office
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt
Hours Worked Per Week	40

Scope of Work

The Director of Human Resources is responsible for planning, administering, and supervising all human resources activities, programs, and personnel. The position is responsible for using initiative and sound judgment in researching and making program and policy recommendations under the direction of the Town Manager, and implementing programs and policies in accordance with local, State, and Federal laws and ordinances. The Director works closely with the Town Manager to support collective bargaining negotiations and oversees labor relations.

Supervision

Received	Town Manager
Exercised	Human Resources Generalist

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Assures compliance with all state and federal employment laws and advocates for affirmative action and equal opportunity for candidates.
- Leads the development and implementation of effective recruitment and retention programs for all staff positions.
- Develops and updates position descriptions and recommends classification levels for positions.
- Manages the employment life cycle of all Town employees.
- Actively participates as a member of the collective bargaining team. Assists with the resolution of grievances, disciplinary action, and complaints. Conducts investigations as required.
- Administers contracts, interprets, and proposes recommendations for contract language and develops team offers.
- Counsels employees, advises, and investigates personnel problems.
- Creates new personnel policies as needed and updates existing policies. Consults with legal counsel to ensure compliance with federal and state laws.

- Plans and supervises research tasks for special studies and reports. Prepares drafts of recommended policies.
- Reviews and advises the Town Manager regarding personnel transactions including hires, promotions, transfers, salary changes, reclassification, leaves of absence, and terminations.
- Administers the Town's compensation and classification plans.
- Prepares, administers, and manages the budget for the Human Resources Department. Assists Finance department by providing employee fiscal data.
- Collaborates with Department Directors to identify and implement training programs for staff.
- Oversees safety, OSHA, and compliance training programs.
- Manages the Town's Workers' Compensation program; attends Workers' Compensation and Injured on Duty review meetings and provides background information on individual claims.
- Supervises Human Resources Generalist.
- Oversees the administration of all employee benefit programs in compliance with HIPAA regulations.
- Administers the Town's insurance, retirement, and wellness programs.
- Directs preparation and distribution of communication and information regarding employee benefit programs such as insurance plans, pension plans, paid time off, bonus pay, and special activities.
- Develops and maintains HRIS – HR platform and applicant tracking systems.
- Attends and represents the Town at meetings and conferences related to human resources.
- Attends professional development programs including trainings, seminars, workshops, and courses with the approval of the Town Manger.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a college or university with a bachelor's degree in Human Resources, Public Administration, Business Management, or a closely related field. Master's degree or professional certification as a Human Resources Professional (SPHR) preferred plus a minimum of seven (7) years of experience in personnel and/or municipal management in a unionized environment with at least three (3) years of experience in a supervisory role. Other combinations of education, training, and experience may be considered.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	<ul style="list-style-type: none"> • Laws, principles, and practices of human resources administration. • Federal and state labor and employment laws, benefits laws and regulations; as well as benefit and pension plan provisions, workers' compensation laws, and unemployment benefits. • Labor relations and collective bargaining in the public sector. • Principles of organization management, and accounting in the public sector.
---------------------	--

	<ul style="list-style-type: none"> • The use of standard office equipment and strong knowledge of current office technology and ability to learn and utilize human resources software applications.
Ability to	<ul style="list-style-type: none"> • Multi-task and prioritize work. • Deal with highly sensitive information and maintain confidentiality. • Communicate effectively both verbally and in writing. • Prepare complex correspondence and reports. • Conduct studies, analyze facts, and exercise sound judgment. • Assign and supervise the work of others; motivate employees to work toward common goals. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, legal counsel, contractors, vendors, and citizens.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Strategic thinking and decision making. • Negotiations and investigations. • Benefits administration. • Public relations.

Necessary Special Requirements

Current Motor Vehicle Operator's License

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Ability to file correspondence in file cabinet drawers ranging in height from 1 foot to six feet from the floor.
- Ability to handle stressful situations and work in an office setting subject to ongoing interruptions and background noises.
- Ability to operate a motor vehicle.
- The employee must occasionally lift and/or move up to 20 pounds.

Town of Simsbury

TITLE: Human Resources Generalist

DATE:

DEPARTMENT: Town Manager's Office

FLSA STATUS: Exempt

POSITION DESCRIPTION:

Under the oversight of the Town Manager and direct supervision of the Director of Human Resources, provides administrative, analytical and technical support in the management and administration of programs and activities including staffing and retention, compensation and classification, benefits, risk management, HRIS, collective bargaining and personnel policies and procedures.

SUPERVISION RECEIVED

The Human Resources Generalist is supervised by the Human Resources Director.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS:

- Assists with the recruitment of new hires including job posting, application review, interview preparation and coordination, testing and evaluation, setting-up interview panels and candidate interviews.
- Participates in oral panel interviews of candidates ensuring policy compliance.
- Conducts employee on-boarding and off-boarding processes including test scheduling, new hire paperwork and orientations and termination processing.
- Assists in the day to day development, administration and communication of various benefit programs including: healthcare, life insurance, COBRA and long-term disability insurance.
- Manages the annual open enrollment period and health evaluations.
- Provides superior service to employees and retirees related to employee benefits.
- Ability to maintain excellent relations with staff to lead and develop an effective Human Resources department team.
- Resolves healthcare claim discrepancies and provides information in non-routine situations.
- Coordinates with Finance/Accounting/Payroll to resolve issues.
- Analyzes benefit trends and conducts surveys as directed.
- Assists in the benefits renewal process.
- Creates and participates in presentations related to benefit programs and policies.

- Coordinates with brokers, business partners and vendors.
- Assists in the day to day administration of the Town retirement programs including processing of employee retirement income plans and healthcare benefits.
- Assists in the management and maintenance of the HR modules in HRIS. Assists with the development and management of the employee “self-service” platform.
- Assists in the administration of accident / injury, absence and leave management including: OSHA reporting and compliance, Workers Compensation, Family Medical Leave Act (FMLA), return to work, modified work assignments and Town’s Safety Committee.
- Oversees maintenance of personnel records including personnel files, benefit information and confidential employee medical files. Updates employee benefits records as necessary. Develops and maintains confidential and complex records and files.
- Assist with the analysis of ongoing compensations and classification benchmarking, salary survey’s and job descriptions changes.
- Assists in preparation and implementation of communications, training initiatives and professional development programs.
- Attends meetings and conferences related to human resources; attends and presents human resources related information as requested.
- Assists with compliance with federal and state statutes and regulations including but not limited to ACA, HIPAA and the ADA.
- Supports the Town Manager’s office with union contract negotiations.
- Coordinates with management in the administration of the Town’s. Prepares, submits and posts required reports as directed.
- Works directly with the Director of Human Resources on matters related to employee evaluations, grievances, coach and counsel /disciplinary matters.
- Performs audits as required.
- Performs special assignments, studies, and complex administrative functions as directed.
- Provides administrative and technical support of the Town Budget.
- Composes and types routine and more complex correspondence and reports including graphs and tables.
- Determines priority of work tasks.

May perform additional tasks and duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of current office technology including but not limited to Microsoft Office, Excel and PowerPoint and ability to learn human resources software applications.
- Considerable ability in oral communications and written communications.
- Thorough ability to follow oral and written instructions and to maintain information in confidence.
- Thorough ability to perform administrative procedures.
- Thorough ability to learn the operations of the Town Manager’s Office and personnel function.
- Considerable ability to establish and maintain effective working relationships with coworkers, town officials, representatives of other agencies and the general public.

REQUIRED PHYSICAL AND MENTAL HEALTH EFFORT AND ENVIRONMENTAL CONDITIONS:

- Must be able to sit at a desk or stand and work continuously for extended periods of time.
- Ability to talk and hear.
- Ability to use and operate objects, tools, or controls and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust vision.
- Works in office setting subject to continuous interruptions and background noises.
- Work environment includes exposure to video display terminals on a daily basis.
- Ability to move reports and office equipment by exerting up to ten (10) pounds of force.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging in height from 1' to 6' from the floor.
- Ability to handle stressful situations. Ability to move throughout town buildings and sites.
- Ability to operate a motor vehicle.

REQUIRED MINIMUM QUALIFICATIONS:

A Bachelor's degree with a minimum of three years of human resources and/or employee benefits experience required. Municipal Human Resources experience preferred. CEBS, PSHRA and/or SHRM Certification a plus.

LICENSE OR CERTIFICATE:

Motor Vehicle Operator's License.

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



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Marc Nelson - Town Manager

To: Personnel Sub-Committee

From: Marc Nelson, Town Manager

Cc: Eric Gomes, HR Coordinator; Tom Fitzgerald, Deputy Town Manager

Date: May 9, 2024

Re: Proposed Revisions to WPCA Operator I Job Description and Pay Grade

Background

The WPCA Superintendent has approached the Human Resources Department with proposed revisions to the WPCA Operator I job description and a proposed change to the pay grade of the position. The Operator I position is the entry level position to the Water Pollution Control Facility and at the moment employees hired to the position must obtain their Class B CDL within six months of employment and become certified as a Connecticut Wastewater Operator Grade I within two years of employment. The request from the WPCA Superintendent is to change the requirement for receiving the Connecticut Grade 1 certification from two years to one year and for the candidate to have their Class B CDL at time of appointment. The reasoning is due to training an employee for two years and then having to let them go if they do not pass the exam is a large investment in the employee who then has to be let go. Employees who are not certified also are not able to join the on call list that department employees rotate through to make sure there are coverage for any potential events that happen overnight or over the weekend.

The WPCA Operator I job description was last reviewed and updated in 2003. The Superintendent would like to update the job description and compensation for the position. This position is classified at grade T-5 of the AFSCME Employee pay plan, the proposed pay grade would be T-6.

Staff in the Town Manager's Office has been in communication with the Union representatives to negotiate the updated description, pay grade and hours.

Job Description: Attached please find the proposed revised job description for the WPCA Plant Operator I position. The Town Manager's Office staff and WPCA Superintendent were involved in developing this revised job description and title.

Job Title: No change.

Work Schedule: The position would remain at its current hours.

Pay Grade: We are proposing this position be moved from a T-5 to a T-6 pay grade. We would propose the current employees moving from T-5 to T-6 would move to the closest step on the pay scale that match their current compensation. It should be noted that any impacts to increased costs are paid through the Sewer Use Funds and not by the General Fund.

FLSA Status: This position would remain classified as a non-exempt position.

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

“...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

Financial Impact

Changing the pay grade from grade T5 to T6 of the AFSCME employees pay plan would increase the hourly range of the position from \$25.73 – \$31.57 to \$26.84 – \$33.00 per hour.

Recommendation

- Approve the presented job description
- Approve that the position be assigned at T6 of the AFSCME employees pay plan
- Authorize the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed recommendation, the following suggested motions are in order:

Move effective, May 9, 2024 to approve the updated job description for the WPCA Operator I as presented. Further move to establish the position at grade T6 of the AFSCME employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union.

Further move to forward this recommendation to the full Board of Selectmen for review and consideration.

Attachments

- a) Proposed Revised Job Description – WPCA Operator I

Town of Simsbury

TITLE: WPCF Plant Operator I

GRADE: ~~T-5~~ T-6

DEPARTMENT: Water Pollution Control Authority–DPW **DATE:** ~~September 8, 2003~~
May XX, 2024

POSITION DEFINITION:

After training, operates, monitors and controls the instrumentation, electric motors, pumps, valves, and process of the sewage treatment; performs minor maintenance and repair work on collection system, treatment plant equipment and vehicles; performs general maintenance work in WPCF buildings and grounds.

SUPERVISION RECEIVED:

Works under the close supervision of the Process Control Operator, Foreman, or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written instructions from Process Control Operator, Foreman, or Assistant Superintendent, to carry out established procedures in the maintenance and repair of the treatment facility, pump stations, and collection system.
- Follows written or oral instructions.
- Accomplishes work using equipment manuals and established procedures.
- Operates pumps and equipment to treat wastewater.
- Follows established procedure in daily inspection and maintenance of plant equipment and related facilities.
- Monitors gauges, meters, equipment control panels, and other monitoring devices.
- Reports malfunctions and/or equipment breakdowns to supervisors.
- Extracts samples and performs standard tests.
- Observes variations in operating conditions and initiates adjustments to achieve operating efficiency.
- Maintains equipment monitoring sheets and operating logs accurately and punctually.
- Performs scheduled preventive maintenance and makes repairs on WPCF and pump station equipment.
- Documents preventive and corrective maintenance performed.
- Operates truck to move sludge, pipe cleaning equipment and also transports materials to pump stations.
- Follows standard safety procedures and regulations.
- Reports tasks accomplished verbally or in writing to supervisor.

ADDITIONAL JOB FUNCTIONS:

- Assists the Process Control Operator, Foreman, or Assistant Superintendent in the performance of tasks necessary to comply with local, State and Federal regulations.
- Performs repair work on vehicles.
- Performs custodial housekeeping duties of equipment and buildings.
- Assists in the removal, replacement, or overhaul of equipment.
- Performs computer data entry and general office duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to diagnose equipment problems and perform minor repairs.
- Ability to read and interpret meters, gauges, and accurately record results.
- Ability to read and follow instructions, rules and procedures.
- Ability to acquire a basic knowledge of the operation, maintenance and repairs associated with wastewater treatment.
- Ability to acquire a State of Connecticut Department of Environmental Protection Wastewater Operator, Grade I Certification.
- Sufficient stamina and health to perform strenuous physical labor for extended periods of time.
- Ability to perform basic mathematical computations.
- Ability to interpret plan specifications and a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to safely operate trucks in excess of 26,000 pounds GVW and other motor vehicles.
- Ability to communicate effectively, both orally and in writing.
- Ability to work safely.
- Ability to work on emergency call-out basis.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to work in a setting subject to continuous interruptions and background noises.
- Ability to use a respirator.
- Ability to work in confined or close quarters including between pipes, and in tunnels for extended periods of time.
- Occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.
- Ability to work in poor weather conditions, including heat, cold, rain, snow.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Sufficient stamina and good health to perform strenuous physical labor.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to move throughout buildings and sites.

- Ability to get into and out of motor vehicles.
- Must be able to carry supplies and equipment which may exceed 70 pounds.
- Ability to work independently with minimum supervision.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.
- Ability to walk; sit; climb; or balance; stoop, kneel, crouch or crawl; and smell.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee is exposed to odor.
- The noise level in the work environment is occasionally loud.

REQUIRED MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent and ~~one (1) year~~ two (2) years of practical experience in water, wastewater, electrical, pumps, or mechanical repair.

DESIRED QUALIFICATIONS:

An associates degree, or equivalent, in biology, chemistry, engineering or a related field.

LICENSE OR CERTIFICATE:

Certification as a Connecticut Wastewater Operator, Grade I or acquired certification within ~~two years~~ one year of employment.

MOTOR VEHICLE OPERATOR'S LICENSE:

Connecticut Class B CDL ~~within six months of~~ required at time of employment.

Note: The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.