



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

February 22, 2024

9:00AM

Main Meeting Room, Simsbury Town Hall

SPECIAL MEETING AGENDA

Call to Order

- 1) Approval of Minutes
- 2) Draft Revisions to Assistant Assessor Job Description
- 3) Classification & Compensation Study Update
- 4) Fair Rent Commission Application Discussion
- 5) Update on RFP for Labor/Employment/Pension Counsel
- 6) Executive Session:
 - a) Pursuant to General Statutes Section 1-200(6)(E): To discuss memo from Attorney Michael Harrington
- 7) Adjournment



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**Personnel Sub-Committee
Regular Meeting
Thursday, January 11, 2024**

MINUTES

Members Present: Wendy Mackstutis, Heather Goetz, Steven Antonio

Staff Present: Marc Nelson, Tom Fitzgerald, Eric Gomes, Lisa Miceli

Others Present: Attorney Mike Harrington

The meeting was called to order at 9:00am.

1) Approval of Minutes

The minutes of the December 18, 2023 meetings were amended to fix a mistake. Mr. Antonio moved to approve the minutes as amended. Ms. Goetz seconded the motion and all were in favor.

2) Executive Session: Pursuant to General Statutes Section 1-200(6)(E): To discuss memo from Attorney Michael Harrington regarding personnel and labor issue

Mr. Antonio motioned to move to executive session at 9:01 AM pursuant to General Statutes Section 1-200(6)(E): To discuss memo from Attorney Michael Harrington regarding personnel and labor issue and to invite Marc Nelson, Tom Fitzgerald, Eric Gomes, Lisa Miceli and Attorney Mike Harrington to join. Ms. Goetz seconded the motion, and all were in favor.

Ms. Goetz motioned to adjourn from executive session at 9:33 AM. Mr. Antonio seconded and all were in favor.

3) Addition to the Agenda: Classification and Compensation RFP Update

Ms. Mackstutis asked for a motion to add this to the agenda. Mr. Antonio motioned to add to the agenda the discussion of the Classification and Compensation RFP. Ms. Goetz seconded the motion and all were in favor.

The group discussed with Town Staff the current process of the project. Town staff outlined their project kick off meeting with the consultant is scheduled for the following week and they will have more to update at future meetings.

Adjourn

Ms. Goetz made a motion to adjourn the meeting at 9:47am. Mr. Antonio seconded the motion. All were in favor.

Respectfully Submitted,
Thomas Fitzgerald
Acting Deputy Town Manager



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Marc Nelson - Town Manager

To: Personnel Sub-Committee

From: Marc Nelson, Town Manager

Cc: Eric Gomes, HR Coordinator; Tom Fitzgerald, Deputy Town Manager; Amy Meriwether, Finance Director

Date: February 22, 2024

Re: Assistant Assessor Job Description Edits

Background

The Assistant Assessor is a 35 hour, A2 position in the CSEA A&P bargaining unit. The current Assistant Assessor has notified the Finance Director and the Town Manager's Office of her intent to retire by the end of June. After reviewing the job description the Finance Director has requested to update the name from Assistant Assessor to Deputy Assessor to better align with other titles in our organization such as Deputy Chief of Police, Deputy Town Manager, and Deputy Finance Director.

The Town has reached out to the Union to receive their thoughts on the proposed changes.

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

None

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, February 22, 2024 to approve the updated job description for the Assistant Assessor as presented.

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

Attachments

a) Assistant Assessor Job Description

TOWN OF SIMSBURY

TITLE: ~~Assistant~~ Deputy Assessor

GRADE: A-2

DEPARTMENT: Finance

DATE: 2-26-24

POSITION DESCRIPTION:

Provides technical and administrative assistance to the Assessor. Participates in the valuation and assessment of real estate, personal property and motor vehicles for taxation purposes as prescribed by the General Statutes and the Town Charter.

SUPERVISION RECEIVED:

Works under the general supervision of the Assessor in accordance with prevailing statutes, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives oral or written instructions from the Assessor.
- Plans and organizes work to assist Assessor in meeting annual deadlines and current priorities.
- Assigns work to staff as needed.
- Participates in identifying and valuing of all taxable and non-taxable real estate and taxable personal property to compile the annual Grand List.
- Inspects existing real and personal properties, improved properties, and properties in construction to determine value.
- Processes exemptions.
- Takes responsibility for maintaining and auditing the discovery, listing and valuation of personal property.
- Assists the Assessor with pricing of motor vehicles.
- Inspects and appraises all categories of commercial, industrial, residential and personal property.
- Supervises the maintenance of assessment maps, records and lists.
- Assists public in checking assessment and land records and with the completion of exemption forms and applications for state and local tax credits.
- Provides technical information and assistance to property owners, attorneys, bankers, land-searchers, Town departments, boards and commissions.
- Issues certificates of correction.
- Assists Assessor in the preparation of specifications for periodic revaluation of all taxable properties.
- Assists the Assessor in the preparation and administration of the operating budget.
- In the absence of the Assessor, assumes duties of that position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles, techniques, procedures, laws and regulations of property evaluation and assessment.
- Thorough knowledge of, and the ability to interpret laws, rules and regulations governing the valuation, assessment and exemption of real and personal property.
- Working knowledge of accounting and auditing practices relative to property appraisal.
- Skill in operation of the listed tools and equipment.
- Ability to read, understand and apply appraisal techniques.
- Ability to read and understand legal descriptions and appraisal manuals.
- Ability to accurately appraise real and personal property.

- Ability to communicate effectively verbally and in writing.
- Ability to work in inclement weather.
- Ability to establish successful working relationships with coworkers, property owners, attorneys, bankers, land-searchers, Town departments, boards and commissions and the general public.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit/ stand/ remain continuously for prolonged periods of time.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to remember multiple tasks/ assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town buildings and sites.
- Ability to work in poor weather conditions including heat, cold rain or snow.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to carry reports and office equipment weighing up to 25 pounds.
- Ability to get into and out of automobile.
- Ability to utilize and access overhead cabinet storage space.
- Ability to physically inspect construction activities.
- Ability to walk distances over one mile on terrain under construction or underdeveloped.
- Ability to work in variable weather conditions for long periods of time.
- Ability to work independently with minimum supervision.

TOOLS AND EQUIPMENT USED:

Tape measure, pencil or microcomputing device, calculator, portable or mobile radio, phone, copy machine, computerized property appraisal system.

REQUIRED MINIMUM QUALIFICATIONS:

A bachelor's degree in business administration, accounting, or a closely related area plus three (3) years of increasingly responsible experience in the valuation of real and personal property for ad valorem taxation; or an associates degree plus five (5) years of increasingly responsible experience in real and personal property valuation for ad valorem taxation, in either case including at least one year in field inspections; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

- Must be able to obtain certification as a Connecticut Municipal Assessor within two (2) years of appointment.
- Must have a valid Connecticut Motor Vehicle Operator's License

Note: The duties listed above are intended only as illustrations of the 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.



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MEMORANDUM

To: Personnel Sub-Committee
From: Tom Fitzgerald, Deputy Town Manager
Cc: Marc Nelson, Town Manager; Eric Gomes, Human Resources & Employee Benefits Coordinator
Date: February 22, 2024
Subject: Classification & Compensation Study Update

On February 6th our consultant GovHR conducted two zoom informational sessions that all employees were given the opportunity to attend. These sessions were conducted by GovHR to explain to employees what the process is and what it isn't, and why it is being conducted. Following the sessions recordings of both zoom sessions were emailed out to all employees.

The following morning a copy of each job description was emailed out to every employee to assist them in filling out their Job Analysis Questionnaire (JAQ). Employees have until February 19th to fill out their JAQ and send it to their supervisor. Supervisors will then review the JAQ and indicate whether they agree with what is stated or not, supervisors are NOT making changes to employee's JAQs. These are then emailed to the Town Manager's Office where the Town Manager, Deputy Town Manager and HR Coordinator review each one before sending off to GovHR.

While this is going on, GovHR is creating the external benchmarking questions that will be sent out to our comparison towns.

The next steps in the process involve GovHR receiving the JAQs and identifying which employees they will interview. GovHR typically interviews between 30 and 45 employees to learn more about the JAQ they filled out.

As previously mentioned the Town Manager's Office staff is staying removed the process of choosing comparison towns, employees to interview and other aspects of the study to allow the consultant to get their result without interference to make the data as accurate as possible.

The next update on the process will come during your March 14th Personnel Sub-Committee Meeting.