



# *Town of Simsbury*

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## **Personnel Sub-Committee**

July 9, 2020

7:30 AM

## **REGULAR MEETING AGENDA**

### Call to Order

- 1) Approval of Minutes
  - a) June 11, 2020
- 2) Classification Work
  - a) Teen Services Librarian Classification
  - b) Social Services Assistant Classification
  - c) Recreation Coordinator Classification (Oral Update)
- 3) FY 19/20 Town Manager Performance Review Process and Timeline

### Adjournment

**Following adjournment, the Personnel Sub-Committee and staff will meet to discuss strategy and negotiations with respect to collective bargaining for the units represented by AFSCME, CSEA, and Dispatchers.**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee**

### **Regular Meeting**

Thursday, June 11, 2020

Virtual Meeting Broadcast Live via SCTV

### **MINUTES - DRAFT**

**Members Present:** Eric Wellman, Wendy Mackstutis, Sean Askham

**Staff Present:** Chief Boulter, Maria Capriola, Tom Fitzgerald, Eric Gomes

**Other Interested Parties:** Mike Long

The meeting was called to order at 7:30am.

#### **1) Approval of Minutes**

The minutes of May 20, 2020 were approved by consensus.

#### **2) Deputy Chief Classification**

Chief Boulter gave an overview of the Deputy Chief of Police position. It will be a 2<sup>nd</sup> in command role that allows the department to implement succession planning for the future. The Chief reviewed the job description of numerous external towns, had discussions with the Police Commission and the Town Manager's Office in an effort to create the proposed job description presented. The Personnel Sub-Committee members discussed the presented material.

The Chief touched on the process of the salary benchmarking that was conducted. Ms. Capriola indicated that the proposed salary range falls within the adopted budgeted amount for FY 2020/2021 for the position.

Mr. Long spoke on behalf of the Police Commission and said that they feel the salary range is too narrow and doesn't allow a lot of room for growth if it is capped at the proposed range. Ms. Capriola gave an update on how non-union staff are not in a standard step and scale pay structure like other positions in town and that the GWI they receive is based off of a performance review. She also reviewed how adjustments are made to the range when the GWI analysis is conducted.

Mr. Askham motioned to endorse the creation of the proposed Deputy Chief classification and the job description as presented. He further moved to endorse the proposed salary range for the position. Ms. Mackstutis seconded, and all were in favor.

#### **3) Proposed Town Manager Goals for FY 20/21**

Ms. Capriola presented the Personnel Sub-Committee her draft goals for 2020/2021. The Personnel Sub-Committee members discussed the goals as presented and potential additions.

Ms. Mackstutis motioned to forward the proposed Town Manager goals to the full Board of Selectmen. Mr. Askham seconded and all were in favor.

*Ms. Capriola left the meeting*

#### **4) Town Manager Employment Agreement**

Mr. Wellman mentioned that the Town Manager's original contract signed in January 2018 was a three year contract and is currently up for discussion on an extension. Mr. Wellman stated he has heard from 8 people including some written and some verbal responses about the Town Manager's contract.

Mr. Askham, Ms. Mackstutis and Mr. Wellman all discussed their views on how the transition to a Town Manager has gone over the last two and a half years.

Mr. Askham motioned to recommend a contract extension for Town Manager Maria Capriola to the full Board of Selectmen. Ms. Mackstutis seconded, all were in favor.

*Ms. Capriola returned to the meeting*

#### **Adjourn**

Ms. Mackstutis motioned to adjourn the meeting. Mr. Askham seconded, all were in favor. The meeting adjourned at 9:05am.

Respectfully Submitted,  
Thomas Fitzgerald  
Management Specialist



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Lisa Karim, Library Director

Date: July 9, 2020

Re: Proposed Updates to Teen Services Librarian Job Description and Pay Grade

## **Background**

The Teen Services Librarian position in the library is currently vacant due to a resignation. This position was originally created as ½ Teen Services and ½ Adult Services in 2014. Over time, the duties of the position have shifted to a larger percentage of the individual's time being dedicated towards teen services responsibilities. Attached please find a proposed revised job description for the Teen Services Librarian.

The position is represented by the CSEA Administrative and Professionals unit and is currently classified at grade "A2" on that employees' pay plan. Since that time the Teen Services responsibilities have expanded exponentially which requires a higher level of independent or self-directed work. As a result, it is being recommended to reclassify this position from an A2 to an A3 pay grade due to increased scope and responsibilities of the position. The position is classified as non-exempt and is regularly scheduled for 35 hours per week.

Management is proposing this position be placed on a new pay grade and to update the job description. The work hours and FLSA status would remain the same.

The Library Director, Management Specialist, Employee Benefits and Human Resources Coordinator and Town Manager were involved in preparing the job description. The Union will need to review the proposed revisions to the Teen Services Librarian job description and recommended pay grade. If any significant issues are noted I will bring the matter back to the Personnel Sub-Committee prior to submitting the proposal to the Board of Selectmen. If minor issues are noted I will update accordingly and make note of it for the upcoming Board of Selectmen meeting.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to 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.”*

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions.

### **Financial Impact**

If approved, the Teen Services Librarian position A3 rate of pay would be higher than the current A2 rate. The proposed A3 annual range for this position would be \$65,794 through \$78,631, which is \$4,160 to \$4,975 higher than it currently is on the A2 pay range. Based on the budgeted salary in FY 20/21 for the former incumbent, the pay grade change is not expected to have a budgetary impact for the current year.

### **Recommendation**

I am recommending that the modifications to the Teen Services Librarian job description and pay grade be endorsed as presented.

### **Suggested Motion**

If the Personnel Sub-Committee is in support of the proposed changes, the following suggested motion is in order:

*Move effective, July 9, 2020 to endorse the proposed modifications to the job description and pay grade for the Teen Services Librarian position. Should management reach a mutual understanding with the union on the job description and pay grade, further move that this recommendation be forwarded to the full Board of Selectmen.*

### **Attachments**

a) Proposed Revised Job Description – Teen Services Librarian

## **Town of Simsbury**

<b>TITLE:</b>	Teen Services Librarian	<b>GRADE:</b>	A3
<b>DEPARTMENT:</b>	Library	<b>DATE:</b>	August XX, 2020
<b>FLSA STATUS:</b>	Non-Exempt		

### **POSITION DESCRIPTION:**

Under the general direction of the Library Director, the Teen Services Librarian is responsible for planning, directing, implementing and evaluating all the Library's teen programs, services and material. Additionally, the Teen Services Librarian conducts outreach to build knowledge and understanding of the breadth and scope of Library teen offerings, as well as to expand the use of the Library by teens and their families.

### **ESSENTIAL JOB FUNCTIONS:**

- Designs, implements and evaluates programs and activities, both in the Library and in the community, for teens based on the needs and interests of this age group.
- Coordinates events and activities both in the Library and in the community involving teen volunteers.
- Creates an environment that is attractive, inviting and safe for teens.
- Encourages teen creativity and critical thinking skills by integrating elements of the Maker Culture into Teen Services.
- Involves teens in planning and implementation of services for their age group.
- Promotes Library programs, services and material to target populations, as well as the community as a whole, through a wide variety of means.
- Conducts outreach, including making presentations, and acts as a liaison with parents, schools, businesses and community groups and organizations to promote the Library and its teen offerings and encourage support for them, as well as to advocate for teens.
- Trains and supports other staff members in providing services for teens, as appropriate.
- Recruits teen volunteers and coordinates their service with other Library departments.
- Provides general supervision to Pages and volunteers.
- Develops goals and is instrumental in developing policies and procedures related to teens.
- Educates and assists teens in the use of the Library and its resources.
- Develops budget and rationale for teen collection, equipment, programs and services and oversees the teen programming and resources budget allocation.
- Selects evaluates, maintains and discards teen material based on professional judgment, preferences of teens and acknowledged review sources.
- Contributes information relevant to teens to be included on the Library's web site and social media.
- Collaborates with all Library departments and staff in order to provide the best possible service for the community.
- Identifies, collects, interprets and presents statistics as needed.

- Keeps informed of current Library policies, procedures and practices and interprets them to the public in a pleasant effective manner
- Generally works a specified number of hours each week at the public information service desk and assists in other public service areas as needed

### **Additional Duties**

- Seeks grant opportunities, completes funding applications and administers grants to support teen services, programs and materials.
- Participates in the cataloging, processing, data entry, organizing and maintenance of Library material, especially teen collections.
- Attends professional meetings and participates in the activities of professional library associations.
- Assists in other departments as needed, including technology management and instruction.
- May perform opening & closing procedures in the Adult Department

### **Required Knowledge, Skills and Abilities**

- Broad knowledge of the intellectual, emotional, psychological and physical development of adolescents is essential.
- Demonstrates a keen affinity to teens.
- Ability to work with teens of varied backgrounds, ages and abilities, as well as handling a sizable number of teens simultaneously, with skill.
- Ability to translate teen needs and interests into effective Library services and programs.
- Strong technology skills, including effective communication through social media.
- Thorough and demonstrated knowledge of Library policies, practices and procedures.
- Knowledge of current trends in library services teens, and teen literature and materials for children.
- Ability to create long-range and short-term goals and objectives.
- Ability to maintain a calm atmosphere, assure safety and respond to emergencies.
- Ability to persuade, negotiate and resolve conflict.

### **Required Physical and Mental Effort and Environmental Conditions**

- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8' from the floor and return them to their proper place(s)
- Ability to stand and walk for extended periods of time; move throughout the Library; bend, reach and crouch to shelve and retrieve materials; push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to carry supplies and equipment in excess of twenty-five (25) pounds
- Ability to move throughout the Library and other Town sites
- Ability to read fine print materials
- Ability to work in office and public settings subject to continuous interruptions and background noises

- Ability to be flexible and adapt in a fast paced, complex and changing environment
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

**REQUIRED EQUIPMENT OPERATIONS:**

- Operates standard office equipment, including but not limited to a personal computer, fax, copier and telephone.

**REQUIRED MINIMUM QUALIFICATIONS:**

MLIS, or completion of an MLIS or comparable degree within one year of hire, from an ALA accredited school. Proficiency with current technology and applications. A genuine respect and consideration for teens and the ability to establish a positive rapport with them are essential, as are strong overall customer service skills. Public library experience with teens is required.

**SPECIAL REQUIREMENTS:**

Must possess a valid driver's license.

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



**Position Definition**

Under the ~~direct supervision~~ ~~general direction~~ of the ~~Head of Adult Services and the general supervision of the Library Director~~ **Library Director**, the Teen Services Librarian is responsible for planning, directing, implementing and evaluating all the Library's teen **programs, services and material**. Additionally, the Teen Services Librarian conducts outreach to build knowledge and understanding of the breadth and scope of Library teen offerings, as well as to expand the use of the Library by teens and their families. ~~The Teen Services Librarian will also perform those duties for all library patrons as outlined in the Reference Librarian job description.~~

**Essential Duties**

- Designs, implements and evaluates programs and activities, both in the Library and in the community, for teens based on the needs and interests of this age group.
- Coordinates events and activities both in the Library and in the community involving teen volunteers.
- Creates an environment that is attractive, inviting and safe for teens.
- Encourages teen creativity and critical thinking skills by integrating elements of the Maker Culture into Teen Services
- Involves teens in planning and implementation of services for their age group
- ~~Plans and implements recognition and awards programs for teen volunteers.~~
- ~~Prepares promotional material, publicity, including press releases and displays to encourage the use of the Library by teens~~
- Promotes Library programs, services and material to target populations, as well as the community as a whole, through a wide variety of means
- Conducts outreach, including making presentations, and acts as a liaison with parents, schools, businesses and community groups and organizations to promote the Library and its teen offerings and encourage support for them, as well as to advocate for teens
- Trains and supports other staff members in providing services for teens, as appropriate
- Recruits teen volunteers and coordinates their service with other Library departments
- Provides general supervision to Pages and volunteers
- Develops goals and is instrumental in developing policies and procedures related to teens
- Educates and assists teens in the use of the Library and its resources
- Develops budget and rationale for teen collection, equipment, programs and services and oversees the teen programming and resources budget allocation
- Selects evaluates, maintains and discards teen material based on professional judgment, preferences of teens and acknowledged review sources
- ~~Coordinates purchasing of teen materials with the Adult and Children's Departments~~
- Contributes information relevant to teens to be included on the Library's web site
- Collaborates with all Library departments and staff in order to provide the best possible service for the community.
- Identifies, collects, interprets and presents statistics as needed
- ~~Performs opening and closing procedures in the Adult Services Department~~
- Keeps informed of current Library policies, procedures and practices and interprets them to the public in a pleasant effective manner
- Generally works a specified number of hours each week at the public information service desk and assists in other public service areas as needed

### **Additional Duties**

- Seeks grant opportunities, completes funding applications and administers grants to support teen services, programs and materials.
- Participates in the cataloging, processing, data entry, organizing and maintenance of Library material, especially teen collections.
- ~~Assists in the preparation of the Library's annual budget request for Teen Services~~
- Attends professional meetings and participates in the activities of professional library associations.
- Assists in other departments as needed, including technology management and instruction
- May perform opening & closing procedures in the Adult Department
- ~~May be assigned to work in the Children's Room as necessary.~~

### **Required Knowledge, Skills and Abilities**

- Broad knowledge of the intellectual, emotional, psychological and physical development of adolescents is essential
- Demonstrates a keen affinity to teens
- Ability to work with teens of varied backgrounds, ages and abilities, as well as handling a sizable number of teens simultaneously, with skill
- Ability to translate teen needs and interests into effective Library services and programs
- Strong technology skills, including effective communication through social media
- Thorough and demonstrated knowledge of Library policies, practices and procedures
- Knowledge of current trends in library services teens, and teen literature and materials for children
- Ability to create long-range and short-term goals and objectives
- Ability to maintain a calm atmosphere, assure safety and respond to emergencies
- Ability to persuade, negotiate and resolve conflict

### **Required Physical and Mental Effort and Environmental Conditions**

- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8' from the floor and return them to their proper place(s)
- Ability to stand and walk for extended periods of time; move throughout the Library; bend, reach and crouch to shelve and retrieve materials; push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to carry supplies and equipment in excess of twenty-five (25) pounds
- Ability to move throughout the Library and other Town sites
- Ability to read fine print materials
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to be flexible and adapt in a fast paced, complex and changing environment
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

### **Required Minimum Qualifications**

MLIS, or ~~75% of coursework completed~~ completion of an MLIS or comparable degree within one year of hire, from an ALA accredited library school. Proficiency with current technology and

applications. A genuine respect and consideration for teens and the ability to establish a positive rapport with them are essential, as are strong overall customer service skills. Public library experience with teens is ~~required~~ ~~desirable~~.

### **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 or responsibility.

           = closely mirrors or is identical to Business Resource Center Coordinator job description



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Kristen Formanek, Director of Social Services

Date: July 9, 2020

Re: Proposed Updates to Social Services Assistant Job Description

## **Background**

The Human Services Aide for the Community and Social Services Department is currently scheduled to retire in early September. The last update to the job description was done in 2002 and with the position due to become vacant now is the perfect time to update the position before we conduct our recruitment to replace the current employee.

Attached please find a proposed revised job description and job title (Social Services Assistant) for the position. The proposed job description changes are largely housekeeping to reflect modern terminology, current practices, and current duties of the position. Similarly, the proposed job title of Social Services Assistant better reflects the current terminology used for the Community and **Social Services** Department.

The position is represented by the CSEA Secretarial, Clerical and Library unit and is currently classified at grade "T6" on that employees' pay plan. The position is classified as non-exempt and is regularly scheduled for 35 hours per week. Management isn't proposing this position be placed on a new pay scale, or have its hours change, only the updates to the job description and job title.

The Director of Social Services, Management Specialist, Employee Benefits and Human Resources Coordinator and Town Manager were involved in preparing the job description. The Union is reviewing the proposed revisions to the job description and job title for the position. If any significant issues are noted I will bring the matter back to the Personnel Sub-Committee prior to submitting the proposal to the Board of Selectmen. If minor issues are noted I will update accordingly and make note of it for an upcoming Board of Selectmen meeting.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to 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."*

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions.

**Financial Impact**

None

**Recommendation**

I am recommending that the modifications to the Human Services Aide job description and job title change to Social Services Assistant be endorsed as presented.

**Suggested Motion**

If the Personnel Sub-Committee is in support of the proposed changes, the following suggested motion is in order:

*Move effective, July 9, 2020 to endorse the proposed modifications to the job description for the Human Services Aide position and change the job title for the position to Social Services Assistant. Should management reach a mutual understanding with the union on the job description, further move that this recommendation be forwarded to the full Board of Selectmen.*

**Attachments**

a) Proposed Revised Job Description – Social Services Assistant

## Town of Simsbury

**TITLE:** Social Services Assistant ~~Human Services Aide~~ **GRADE:** T-6

**DEPARTMENT:** Community and Social Services **DATE:** July XX, 2020

### POSITION DESCRIPTION:

Performs ~~secretarial and clerical~~ paraprofessional administrative work of a complex, confidential, and responsible nature.

### SUPERVISION RECEIVED:

Receives general supervision from Director of Community and Social Services and functional supervision from professional staff.

### ESSENTIAL JOB FUNCTIONS:

- Provides customer service to the public, screens calls, walk-in traffic and correspondence. Provides information on department and/or Town services and acts as a point of contact for clients. Refers correspondence to the appropriate staff person or department as needed; follows up on requests to ensure satisfactory resolution.
- Arranges appointments and meetings for the Director of Community and Social Services.
- ~~Types and transcribes letters, reports and documents from rough draft, notes or source materials.~~
- ~~Composes correspondence and other materials without instruction.~~ Composes routine and specialized correspondence and documents from written notes, source material and verbal discussions on behalf of the Department and the Director of Community and Social Services including documents of a confidential nature.
- Maintains confidential data, case records, and statistics. Prepares reports and case files. Maintains records according to state retention schedule, prepares requests to destroy documents, and arranges for destruction of authorized documents. Prepares and maintains office files and records ~~including personnel, travel, and purchase orders.~~
- Assists with administration of eligibility based programs as assigned such as the Renters' Rebate program, Energy Assistance program, Food programs, and Holiday program. Assists with screening applicants and participants for eligibility and completes client applications using various software programs.
- Assists with administration of programming, special initiatives, and services such as youth services, local prevention council activities, and others as assigned.
- ~~Administers food for emergency needs.~~
- ~~Meets the public and~~ Provides information and referrals to the public on various assistance programs such as: emergency assistance, Energy Assistance, Renters'

Rebate, food programs, senior services and various governmental, non-profit, and private social assistance programs.

- Informs applicants or recipients of rules, regulations, and procedures of various assistance programs.
- Assists with event planning and coordination.
- Assists in the coordination of senior and disabled Dial-A-Ride bus service.
- Assists in the preparation of grant applications and in the administration of grant awards. Assists in ensuring grant compliance.
- Responsible for preparing departmental purchase orders, processing invoices and P-card statements, maintaining gift card logs, depositing, tracking and acknowledging donations, and other financial management duties as assigned.
- Responsible for tracking budget expenditures.
- Assists with preparing and processing the Department's payroll and staff leave requests. Tracks and maintains staff leave requests.
- Assists with creation, preparation, posting and distribution of agendas, minutes, and packets for Boards, Committees, and Commissions assigned to the Department. Assists with scheduling, technology and other meeting needs.
- Prepares information, designs, and distributes informational and marketing materials for newsletters, press releases, social media, and other mediums.
- Assists in maintaining the Department's website and social media platforms.
- Gathers materials, data, and other information for review by supervisor.
- Reports work accomplished to supervisor.
- Receives oral or written instruction from Director of Community and Social Services.
- Plans and organizes work according to established standard office procedures.

#### **ADDITIONAL JOB FUNCTIONS:**

- ~~Provides secretarial services and coordination to programs such as youth employment, Juvenile Review Board, and Human Services Council.~~
- ~~Prepares, organizes, and collates materials for meetings.~~
- ~~Screens telephone calls for staff.~~
- ~~Responds to inquiries from public.~~
- ~~Refers applicants for assistance to other public and private social agencies as required.~~

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of basic office procedures including data entry, filing, scheduling, posting and record keeping.
- Knowledge of principles and techniques of personal computer operations and software packages including word processing, Microsoft Word, Excel, Access, Publisher, or similar software.
- Ability to deal tactfully and effectively in person and over the phone with commission and board members, Town officials, staff members and general public.
- Ability to work under a minimum of supervision and to deal with problems assigned.

- Ability to follow written and oral instructions.
- Ability to acquire a working knowledge of procedures pertaining to the mission of the assigned department.
- Ability to accurately type letters, forms, notices and reports for review and signature of supervisor.
- Ability to acquire skill in operating data processing equipment.
- Ability to maintain accurate files and records.
- Ability to perform accurate mathematical computations.
- Ability to capably operate office equipment as required, including but not limited to **personal computer**, typewriter, calculator, copy machine, fax machine, **computers** and printers.
- **Ability to maintain confidential records and information.**

### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

The physical and mental effort demands as well as the environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- 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 hands to finger, handle, or 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 frequent interruptions and background noises.
- 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 from 1' to 6' from the floor.
- Ability to handle stressful situations.
- Ability to move throughout Town buildings and sites.

### **REQUIRED MINIMUM QUALIFICATIONS:**

~~The skills and knowledge required would generally be acquired with~~ A high school diploma, ~~with course work in Business English and Commercial Arithmetic, and~~ three years of increasingly responsible **paraprofessional secretarial** work, and experience with providing service to the public. **An Associate's Degree in Human Services or a related field is preferred.**

### **LICENSE OR CERTIFICATE:**



Must possess a valid driver's license.

Notary Public, desirable.

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

Maria E. Capriola - Town Manager

## MEMORANDUM

**To:** Board of Selectmen Members  
**From:** Maria Capriola, Town Manager  
**Date:** July 9, 2020  
**Subject:** Town Manager's Performance Review Timeline

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Following discussion with the Personnel Sub-Committee, the following timeline is planned for the Town Manager FY 19/20 Performance Review Process:

- July 31, 2020: the Town Manager submits an update on progress towards the prior year's goals. The Town Manager will also complete a self-review.
- August 1 through August 16, 2020: the Board of Selectmen completes a review review of the Town Manager utilizing an online tool.
- August 17 through September 13, 2020: the First Selectman prepares a draft review based on responses received from the online review. The Personnel Sub-Committee assists with this draft.
- September 14, 2020: the Board of Selectmen meets and reviews the report drafted by the First Selectman.
- September 28 2020: the Board of Selectmen meets with the Town Manager to discuss the review.

Should any Board members have concerns on the proposed timeline please let me know and we can work to amend the dates and/or tasks presented above. For reference, the performance review instrument will be the same as the one used last year (just formatting edits and goals have been updated) and is attached.



## Simsbury Town Manager Performance Review

Update: 07/02/20

<b>Purpose of Document</b>	<p>This document:</p> <ol style="list-style-type: none"><li>1. Outlines the process for conducting the annual review of the Town Manager</li><li>2. Contains the review document</li></ol>
<b>Structure to Review</b>	<p>The Town Manager will be evaluated in three areas:</p> <ol style="list-style-type: none"><li>1. Performance related to six identified attributes</li><li>2. Performance in each of four goal categories</li><li>3. An overall performance rating</li></ol>
<b>Process</b>	<p>The process for the review is:</p> <ol style="list-style-type: none"><li>1. Town Manager goals are established at the start of each fiscal year in June.</li><li>2. Prior to review the Town Manager completes a self-review.</li><li>3. Each Selectperson inputs their feedback into an online application (such as Survey Monkey).</li><li>4. A consolidated document is developed. For each category being reviewed:<ol style="list-style-type: none"><li>a. Dots will be used to show the rankings from each Selectperson</li><li>b. All comments will be presented</li></ol>The rankings and comments will not be identified by the author</li><li>5. The Board of Selectpersons will meet to review the document</li><li>6. The Board of Selectpersons will meet with the Town Manager to review their performance</li></ol>
<b>Process Owner</b>	<p>The First Selectperson is responsible for the management of this process. They will work with the Personnel Subcommittee.</p>
<b>Schedule</b>	<p>The timeline for the 2019-2020 Review will be:</p>

	Step	Date	Action
	1	July 31, 2020	Town Manager submits update on progress towards goals
	2	July 31, 2020	Town Manager completes self-review
	3	August 1– August 16, 2020	Board Members complete online review
	4	August 17 – September 13, 2020	First Selectperson prepares draft review based on received responses with assistance from Personnel Sub-Committee
	5	September 14, 2020	Board of Selectpersons meet and review consolidated review
	6	September 28, 2020	Board of Selectpersons meets with Town Manager for Mid-Year Review

## Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

### Attribute Review

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	<b>Financial Management</b> <ul style="list-style-type: none"> <li>Develops annual operating and capital budgets based on the Town's needs and available resources.</li> <li>Prepares annual operating and capital budgets that are responsive to the Board of Selectmen's goals and priorities.</li> <li>Develops annual operating and capital budgets that provide services at a level directed by the Board of Selectmen.</li> <li>Appropriately monitors and manages fiscal activities of the organization.</li> <li>Effectively administers the annual operating and capital budgets.</li> <li>Considers financial impact before decisions are made.</li> </ul>						

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
2	<b>Organizational Management and Leadership</b> <ul style="list-style-type: none"> <li>Effectively oversees and manages the daily operations of the organization.</li> <li>Makes difficult decisions when required and accepts responsibility for those decisions.</li> <li>Selects, leads, directs and develops staff effectively.</li> <li>Creates a culture that promotes innovation, excellence in public service, and accountability.</li> <li>Sets a professional example by handling town matters ethically, with integrity, fairly, and impartially.</li> <li>Fosters team environment.</li> <li>Instills a collaborative approach to providing services and finding solutions to problems.</li> </ul>						
#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	<b>Professional Development</b> <ul style="list-style-type: none"> <li>Values and supports personal and professional development of self and others.</li> <li>Creates a culture of professional development through all levels of the organization.</li> <li>Uses training and job assignments to facilitate learning.</li> <li>Provides constructive performance feedback through coaching and regular performance reviews.</li> <li>Regularly meets with department heads.</li> </ul>						

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	<b>Implementation of Board of Selectmen Policies, Initiatives, and Goals</b> <ul style="list-style-type: none"> <li>Is accessible and responsive to elected officials.</li> <li>Determines the feasibility of expected outcomes of policy options, initiatives, and goals.</li> <li>Articulates fiscal, administrative, legal, ethical, and other implications of policy options, initiatives, and goals.</li> <li>Develops a plan to implement policies, initiatives, and goals.</li> <li>Monitors and evaluates programs and services to ensure effectiveness, efficiency, quality, and responsiveness.</li> <li>Supports the action of the governing body after a decision has been reached, both inside and outside the organization.</li> <li>Establishes organizational priorities based on Board of Selectmen policies, initiatives, and goals.</li> <li>Makes reasonable progress towards established Town Manager Goals.</li> </ul>						
#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
5	<b>Communications</b> <ul style="list-style-type: none"> <li>Maintains effective and timely communications, both verbal and written, with the Board of Selectmen.</li> <li>Assists by facilitating decision making alongside the policy authority of the Board of Selectmen.</li> <li>Establishes and maintains effective working relationships with community partners and stakeholders.</li> <li>Demonstrates a customer service oriented approach when interacting with residents. Demonstrates an attitude of helpfulness, respect, sensitivity.</li> <li>Listens to concerns of staff, Selectmen, and the public. Responds appropriately.</li> </ul>						

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
6	<b>Economic Development</b> <ul style="list-style-type: none"> <li>Develops strategies, activities, and procedures that result in attracting and retaining businesses that contribute to the expansion of the grand list in a manner consistent with the community's vision for growth.</li> <li>Maintain town's infrastructure in good condition to support business growth and attract new development.</li> <li>Supports programs and services that enhance the quality of life of residents, making Simsbury an attractive place to live, work, play.</li> <li>Supports economic development activities with innovative and forward thinking ideas.</li> </ul>						



# Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

## Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Human Resources and Labor Relations	High	Complete negotiations for successor collective bargaining agreements with: IBPO pension agreement (police); AFSCME (parks and public works), dispatchers, and all 3 unions represented by CSEA. Implement wage, benefits, and other ratified changes.						
		High	Issue a RFQ for defined contribution and deferred compensation administrative services. If a new vendor is selected, proceed with implementation.						
		Medium	Conduct second annual leadership retreat. Research and conduct other professional development opportunities for small group/departamental work (funds permitting). Identify customer service training for staff.						
		Medium	Review and revise personnel and administrative policies. Finalize FOIA policy for the town, FOIA form, and centralized process for handling requests.						
		Medium	Issue a RFQ for pension counsel.						
		Low	Issue a RFQ for pension and OPEB actuarial services.						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
2	Financial Management	High	Prepare and submit FY 20/21 operating and capital budgets in accordance with Charter timeline requirements. Continue to refine and develop our budgeting process for the CNR Fund (capital projects under \$250,000).						
		High	Implement a new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.						
		Medium	Assist in revising our Debt Management Policy.						
		Medium	Complete a cost recovery and community use analysis of the Parks and Recreation Department. Support work group to review recommendations from the analysis. Implement recommendations as feasible.						
		Low	Continue to update the budget document to reflect GFOA recommended best practices for budget document presentation.						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	Economic Development	High	Support the work of the Economic Development Commission.						
		High	Conduct visitations and outreach with the business community. Continue quarterly business roundtable events. Implement annual business visitations with large employers and taxpayers.						
		Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.						
		Medium	Research tax increment financing (TIF) districts. Present findings to Economic Development Commission. Pending feasibility of a TIF(s) for Simsbury, proceed to make recommendations to the Board of Selectmen.						
		Medium	Research business incentives, policies, and programs. Present findings to Economic Development Commission. Provide recommendations for updates to our existing Business Development Incentive Policy and process.						
		Low	Conduct planning studies of downtown properties identified by the Charrette as underutilized (funds permitting).						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Special Projects	High	Conduct Phase II for the public safety radio system feasibility study. Begin preparing the project for referendum.						
		High	Evaluate opportunities for sharing resources with the Board of Education, starting with Information Technology. Formally document existing shared service arrangements with the BOE.						
		Medium	Negotiate and update the operations agreement between the Town of Simsbury and the Simsbury Meadows Performing Arts Center, Inc.						
		Medium	Complete the parks and open space master plan.						
		Medium	Complete the new Park at 1 Old Bridge Road in a manner that is both financially responsible and consistent with the approved concept plans.						
		Medium	Issue a RFQ for the Town Facilities Master Plan. Begin study.						
		Medium	Submit a proposal to the Board of Selectmen to create a senior services volunteer driving program to expand resources for our senior transportation network.						
		Low	Update our open space stewardship and acquisition policies. Begin to develop open space land management policies and updates to our agricultural leases.						
		Low	Establish a capital project for a potential splash pad project. Support and coordinate fundraising and planning efforts.						

# Town Manager Performance Review

Rating	Definition
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Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

## Overall Summary

Rating					Summary Comments
Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	Strengths, Areas of Development, Areas of Future Focus

