



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Thursday, May 31, 2018

8:00am (REVISED TIME)

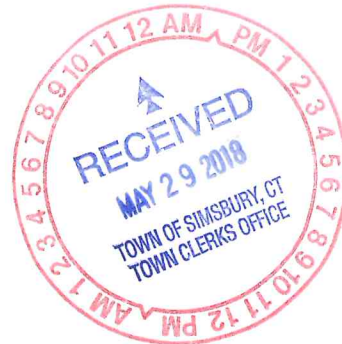
Board of Education Conference Room, Town Hall, 933 Hopmeadow Street

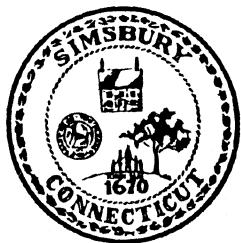
SPECIAL MEETING AGENDA

Call to Order

- 1) Planning Department (Part-time) Clerk Job Description
- 2) Acting Town Manager Coverage
- 3) Town Manager Performance Review Process, Instrument
- 4) Minutes of:
 - a) August 22, 2017
 - b) May 1, 2018

Adjournment





Town of Simsbury

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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator

Date: May 31, 2018

Re: Land Use and Building Clerk – Job Description

Background

Attached please find proposed changes to the existing job description and job title for the part-time clerical position in the Planning and Community Development Department. The position is currently vacant due to a staff member taking a promotion within the organization. Prior to filling the position, I would like to update the job description to more clearly specify that the position supports the Planning and Development Department as a whole, not just the Building division. I think this clarification will help support improvements to office coverage and customer service for the department as a whole. The proposed changes do not reflect a change in scope, and no change in compensation is recommended for the position. The draft revisions have been reviewed with the union that represents this position.

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."

My understanding is that past practice has included a review by the Personnel Sub-Committee of proposed modifications to job descriptions.

Recommendation

I am recommending that the modifications to the job description for the part-time clerical position in the Planning and Community Development Department be approved as presented, and that the job title for the position be changed to Land Use and Building

Clerk. If endorsed by the Personnel Sub-Committee, I would plan to submit the proposed changes to the full Board of Selectmen at your June 11th meeting.

Suggested Motion

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

Move effective, May 31, 2018 to endorse the proposed modifications to the job description for the part-time clerical position in the Planning and Community Development Department as presented and for the job title for the position to be changed to Land Use and Building Clerk. Further move that this recommendation be forwarded to the full Board of Selectmen.

Suggested Motion

a) Proposed Job Description and Job Title – Land Use and Building Clerk



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Title: Land Use and Building Clerk (Part-Time)

Grade: T-4

Department: Planning and Development (All Divisions) ~~Building~~

Position Definition:

Performs a variety of general and specialized clerical work of some complexity, related to the processing and issuance of building and ~~landfill~~ land use permits. Enters and retrieves information through a computer. Provides information to the public requiring a knowledge of department programs and procedures.

General Duties:

Receives oral or written instructions from the Director of Planning and Community Development, departmental division head, or assigned supervisor. Plans work according to established office or standard procedures. Reviews applications for building permits and land use applications for completeness. Logs and files materials such as permits, applications, certificates of occupancy, correspondence, plans and specifications in established filing system. Enters and retrieves information through a computer. Processes and prints land use, building and mechanical permits. Researches and/or collects file information for review by the public. Provides information to public regarding Department procedures. Schedules inspections. ~~Issues landfill tickets and~~ Assists with issuing permits. Receives and records fees. Reconciles cash with daily log. Assists in gathering and organizing information for reports. Types letters, forms, zoning violation notices, and reports for review and signature by Supervisor. Assists with purchasing and maintaining office supplies. Reports work accomplished to the Director of Planning and Community Development, departmental division head, or assigned supervisor.

Additional Duties:

Performs general receptionist and customer service duties. Operates office equipment including computer, cash register, copier. Temporarily relieves other office staff as need requires.

Qualifications profile:

The skills and knowledge required would generally be acquired with a high school education and two years of experience in general office work. Experience with land use, permitting, or paralegal work is desirable. Knowledge of basic office procedures, including filing, scheduling, posting and recordkeeping. Ability to deal cooperatively with others in person and over the phone. Ability to communicate effectively with members of the public. Ability to follow written and oral instructions. Ability to acquire a working knowledge of laws, regulations, and procedures pertaining to mission of assigned department. Ability to type accurately and operate departmental software systems. ~~Ability to acquire skill in operating data processing equipment.~~ Ability to operate office equipment and technology. Ability to maintain accurate files and records. Ability to perform accurate mathematical computations.

License or Certificate:

Not applicable

Career Possibilities:

Promoted From: Entry Level Position

Promoted To: Administrative Secretary I

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

Telephone (860) 658-3200

Facsimile (860) 658-9467

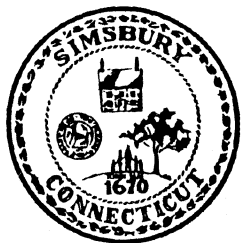
www.simsbury-ct.gov

An Equal Opportunity Employer

8:30 - 7:00 Monday

8:30 - 4:30 Tuesday through Thursday

8:30 - 1:00 Friday



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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager

Date: May 31, 2018

Re: Acting Town Manager Coverage

Background

Chapter 5, Section 503C of the Charter provides for the Town Manager to appoint an Acting Town Manager for periods of temporary absence of fifteen (15) or fewer days, consistent with policies established by the Board of Selectmen. The Charter language specifically reads:

In case of disability or temporary absence of the Town Manager or vacancy in the office of the Town Manager, the Board of Selectmen may designate an acting Town Manager, except the Town Manager may designate an acting Town Manager for temporary absences not to exceed fifteen (15) days consistent with policies established by the Board of Selectmen.

I will from time to time be absent from town, or the state for short durations. Examples may include vacation, travel for conferences, or personal or family obligations. When I will either be of great distance from town, or in a location with poor cell phone service, my plan would be to designate an Acting Town Manager. I would normally appoint Melissa Appleby, our Deputy Town Manager as Acting Town Manager. However, there will be occasional instances in which both I and the Deputy Town Manager are out of town at the same time for professional travel, or travel due to family commitments. For instances in which both I and the Deputy Town Manager are unavailable, I would plan to appoint Tom Roy, our Public Works Director as Acting Town Manager. Based on Tom's knowledge of the community, his tenure with the town, and his depth and breadth of experience I would be most comfortable with Tom serving as back-up to Melissa and me.

In the past when I would designate an Acting Town Manager I would send an email notification to the Council and other key stakeholders with pertinent information regarding the acting coverage such as dates of absence and contact information for the person covering. For Simsbury I would propose notifying the Board of Selectmen, the leadership team, our Superintendent of Schools, School Business Manager, Fire

Marshal/Emergency Management Director, Fire Chief, and Executive Director of the Farmington Valley Health District. A sample of the proposed email correspondence is as follows:

To: Deputy Town Manager

Cc: BOS, Leadership Team, Superintendent, School Business Manager, Fire Marshal/Emergency Management Director, Fire Chief, Executive Director Farmington Valley Health District

Re: Acting Town Manager Appointment

Melissa,

Pursuant to Chapter 5, Section 503C of the Charter, I am appointing you as Acting Town Manager from 6pm, Friday, June 1st through 8pm, Sunday June 3rd while I am in Vermont visiting with my family. Melissa can be reached at 860-XXX-XXXX.

I may have limited cell availability while in Vermont, but can be reached at 912-XXX-XXXX, or via a land line at 802-XXX-XXXX.

Regards, Maria

Recommendation

I am seeking guidance from the Personnel Sub-Committee as to whether or not this approach to Acting Town Manager coverage is acceptable. Once we have determined a mutually acceptable approach to designating Acting Town Manager coverage, I will send correspondence to the full Board of Selectmen in an upcoming Board packet.



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Personnel Sub-Committee Special Meeting

Tuesday, May 1, 2018

Room 103, Town Hall, 933 Hopmeadow Street

MINUTES – “Subject to Approval”

Members Present: Sean Askham, Chris Kelly, Eric Wellman

Staff Present: Maria Capriola

The meeting was called to order at 5:33pm.

1) Labor and Employment Counsel RFQ

A draft labor and employment counsel RFQ was reviewed and discussed. An RFQ is anticipated to be released in early July, which is consistent with the motions of appointment for labor and employment counsel made by the Board of Selectmen in December 2017 and April 2018.

2) Town Manager Performance Review Process, Instrument

Several sample performance review documents were reviewed. A potential Town Manager performance review process and instrument were discussed. Topics discussed included:

- Method for administering the instrument
 - Survey Monkey
- Rating period
 - Fiscal year basis
 - During first review period there will be a 17 month period due to date of hire
- Frequency of reviews
 - Six month and one year, with one year being the formal evaluation
 - Due to date of hire, first mid-year review will occur in late November 2018 and first annual review will occur in July 2019
 - For the first mid-year review in November 2018, the draft performance review instrument will be utilized as a pilot.
 - Thereafter, mid-year reviews will occur in November and annual reviews will occur in June
- Ratings
 - Develop definitions for terms used to rate performance
 - Determine number of rating terms (3,4,5)
 - Rating larger skill categories v. individual traits
 - Preference for larger categories
 - Requirement for raters to provide comments (qualitative feedback) for each category
 - Use of a weighted/scored system
 - Preference was not to do this

- Self-evaluation
 - Manager to provide an update on the status of progress made towards agreed upon goals during annual review process
 - Manager to complete the same rating form used by the Board of Selectmen
- 360 degree evaluation
 - To be completed by direct reports
 - Use in the first year, then consider completing every two years
 - Use for development tool, not performance
 - Complete in September/October timeframe

3) Town Manager Goals for February 2018 – January 2019

The draft goals were reviewed and discussed. Due to the hire date of the Manager, and the decision to rate performance on a fiscal year basis, the first set of goals will be through June 2019. Feedback on content was provided, with edits being made and presented to the full Board of Selectmen for May 14, 2018. Committee members provided assistance in prioritizing the goals. It was discussed that while the list is ambitious, it provides a framework for work that will be performed in the coming years.

4) Minutes

The minutes of April 23, 2018 and September 25, 2017 were approved as presented by consensus. The minutes of August 22, 2017 were tabled.

The meeting adjourned at approximately 7:30pm.

Respectfully Submitted,
Maria E. Capriola
Town Manager
Town of Simsbury