



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

February 14, 2019

7:30AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

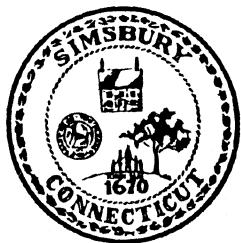
REGULAR MEETING AGENDA

Call to Order

- 1) Parks Division Reorganization and Proposed Crew Leader Job Description
- 2) Town Manager's Office Reorganization and Proposed Management Specialist/Assistant Classification
- 3) Town Manager Performance Review Instrument and Process – Check-in
- 4) Approval of Minutes
 - a) September 27, 2018
 - b) January 14, 2019

Adjournment

Pursuant to §CGS 1-200(2) 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 CILU.



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; Tom Tyburski, Culture, Parks and Recreation Director; Orlando Casiano, Parks Superintendent

Date: February 14, 2019

Re: Proposed Revisions to Parks Crew Leader Job Description

Background

Attached please find a proposed revised job description for the Parks Crew Leader position, which was last updated approximately 40 years ago. During a difficult budget year, the position was eliminated and the classification has not been in use for some time. The position is represented by AFSCME and is classified at grade "T7" on the AFSCME employees' pay plan. The position would be classified as non-exempt and would be regularly scheduled for 40 hours per week.

We currently have a Maintainer II (grade T6) retiring in March. If the job description changes to the Crew Leader position are approved I would plan to hire a Crew Leader in place of a Maintainer II. The approximate annual budgetary impact would be \$2,300 or \$2,476 when payroll taxes are factored in. The Parks Division currently has no crew leaders assigned to it which can make supervision difficult given the vast amount of parks, athletic fields (school and town), open space, recreational facilities, and multi-use paths that the department is responsible for maintaining. The Division also performs plowing services to the Housing Authority. I also believe that this is a prudent decision for succession planning as both the Parks Superintendent and Foreman are nearing retirement.

The Culture, Parks and Recreation Director and Parks Superintendent were involved in preparing the job description. The Union will need to review the proposed revisions to the job description, and if any significant issues are noted I will bring the matter back to the Personnel Sub-Committee. If minor issues are noted I will update accordingly and make note of it for your February 25th Board of Selectmen meeting.

I do have concerns regarding the Parks Division's ability to adequately maintain our existing parks and recreation infrastructure and land under their purview given current staffing levels. In the last 30 years the parks maintenance responsibilities have increased by 50% while staffing was reduced by 30%. Several new initiatives are underway, and if implemented would further stretch the Parks Division resources: Trail

of Thanks; splash pad; 1 Old Bridge Road Park; and expansion of the existing multi-path network. I look forward to the parks and open space master plan helping to inform us as to needed staffing resources and anticipate submitting service improvement requests for additional parks maintainers in future years.

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.

Recommendation

I am recommending that the modifications to the job description be approved as presented. If endorsed by the Personnel Sub-Committee, I would plan to submit the proposed changes to the full Board of Selectmen at your February 25th meeting.

Suggested Motion

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

Move effective, February 14, 2019 to endorse the proposed modifications to the job description for the Parks Crew Leader position. Further move that this recommendation be forwarded to the full Board of Selectmen.

Attachments

a) Proposed Revised Job Description – Parks Crew Leader

Town of Simsbury

TITLE:	Crew Leader	GRADE:	T7
DEPARTMENT:	Culture Parks and Recreation	FLSA:	Non-Exempt
REV.DATE:	February XX, 2019	HOURS/WK:	40

POSITION DESCRIPTION:

Under the general supervision of the Parks Superintendent or Foreman, supervises work crews and performs work in the construction, repair, and maintenance of town parks, recreation areas and public grounds.

ESSENTIAL JOB FUNCTIONS:

- Receives and implements oral and written instructions from Superintendent or Foreman.
- Plans and organizes work assignments of assigned crew(s) according to standard procedures and expectations. Reviews work in progress and reassigns workers as needed.
- Supervises equipment operators, maintainers, tradesworkers, drivers, and laborers in varied construction, repair and maintenance work.
- Trains new workers in job tasks and in use of equipment, materials, and safety procedures.
- Leads crew and participates in performing a wide variety of maintenance tasks for public recreation areas, parks, pools, ice rink, playgrounds, athletic fields, open space and multi-use paths such as: removing trash, leaves, debris, and snow from facilities and public areas; repairing and maintaining public buildings and facilities; mowing, seeding, fertilizing, irrigating and lining of playing fields in preparation for athletic events; performs landscaping tasks, plants shrubs and flowers, trims trees and shrubbery; applies pesticides for weed control.
- Operates all equipment to complete assigned tasks such as back hoe, tractors, loaders, hand tools and mowing machines.
- Drives truck to haul and remove materials; to plow and sand roads.
- Performs skilled work tasks at town facilities which may include carpentry, plumbing, and electrical work.
- Performs equipment repair and maintenance duties.
- Follows standard safety procedures and regulations.
- Keeps work, time, and material records.
- Reports work accomplished to Supervisor.
- Is available for overtime, emergencies, and storm related work.
- Assists with administrative tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply common sense understanding to carry out instructions, rules and procedures furnished in written, oral, or diagrammatic form.
- Ability to provide supervision to assigned workers.
- Considerable knowledge of equipment maintenance and skills in the operation of various equipment including loaders, backhoes and mowers.
- Ability to work in extreme weather conditions including heat or cold with temperatures sufficiently high or low to cause marked bodily discomfort.
- Working knowledge of the hazards and safety precautions common to heavy equipment operation.
- Working knowledge of horticultural practices.
- Working knowledge of athletic field preparation and proper markings.
- Ability to perform basic mathematical computations.

- Intermediate skill in the operation of computers and related equipment.
- Ability to recognize the need for equipment and vehicle repairs and maintenance.
- Ability to establish effective working relationships with other employees, superiors and general public.
- Ability to communicate effectively orally and in writing.
- Ability to effectively motivate, manage and lead a work crew.
- Ability to work safely and oversee the safety of crewmembers as well as the public.
- Ability to work on emergency call-out basis, including during extended winter hours.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including, but not limited to: pay loader, back-hoe, dump truck, ice re-surfacer, pickup truck, utility truck, mowers, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit and work continuously for extended periods of time.
- Ability to work evenings and/or weekends.
- Ability to work in setting subject to continuous interruptions and background noises.
- Ability to climb ladders scaffolds, etc.
- Ability to work in confined or close quarters for extended periods of time.
- Ability to work near moving traffic and equipment.
- Ability to work in poor weather conditions, including heat, humidity cold, rain and snow.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to access and reach difficult places and negotiate varied terrain.
- Ability to get in and out of motor vehicles.
- Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- Sufficient strength and stamina to perform strenuous physical labor for extended periods of time.
- Ability to work independently with minimum supervision.
- Ability to walk, sit, climb, balance, stop, kneel, crouch, 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.
- Noise level in the work environment is occasionally loud.

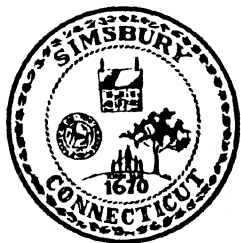
REQUIRED MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent and three (3) years relevant experience required with two years in a supervisory capacity preferred. Considerable experience in grounds and/or facility maintenance including equipment operation and trade work: or an equivalent combination of education and experience. Pesticide Application License Preferred.

MOTOR VEHICLE OPERATOR'S CERTIFICATE:

- Connecticut 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.



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; Melissa Appleby, Deputy Town Manager

Date: February 14, 2019

Re: Proposed Classification and Compensation for Management Specialist Position

Background

Attached please find a proposed job description and salary range for a new classification, Management Specialist. The position would be housed in the Town Manager's Office and is intended to replace the Executive Assistant position. The position would require an individual to possess strong analytical, research, writing, customer service, and project management skills. The position would require an individual to have a generalist skill set, supporting budgeting, human resources, procurement, economic development and other duties associated with the Town Manager's Office. The desired education for this position is a master's degree in public administration, public policy, or a related field. I am proposing that the position could be under filled as a Management Assistant, with a candidate possessing a bachelor's degree in public administration, public policy, or a related field and at least three years of experience.

The Town Manager, Deputy Town Manager and Human Resources Coordinator were involved in preparing the job description. The position is a non-union position, would be classified as exempt, and would be regularly scheduled for 40 hours per week. Funding for the Executive Assistant position would be reallocated to this position; sufficient funding exists to hire an individual with little to no budgetary impact depending on the selected candidate's qualifications and experience and starting rate of pay. Staff in the Town Manager's Office received salary benchmarking data from Farmington, CT for their similar Management Specialist and Management Assistant positions.

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.

Recommendation

I am recommending that the proposed classification of Management Specialist (under filled as Management Assistant) and job description be established as presented. I further recommend that the salary range be established at \$60,000 - \$80,000 per year for a master’s level employee and \$50,000-\$70,000 per year for a bachelor’s level employee. If endorsed by the Personnel Sub-Committee, I would plan to submit the proposed changes to the full Board of Selectmen at your February 25th meeting.

Suggested Motion

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

Move effective February 14, 2019 to endorse the creation of the position classification of Management Specialist (may be under filled as Management Assistant) and the job description as presented. Further move to endorse an annual salary range for the Management Specialist position of \$60,000 - \$80,000 or \$50,000 - \$70,000 for the Management Assistant position, which may be amended from time to time through resolutions of the Board of Selectmen.

Attachments

- a) Proposed Job Description – Management Specialist

Town of Simsbury

TITLE: Management Specialist
May be Under filled as a Management Assistant

SALARY RANGE: \$60,000 - \$80,000 (Management Specialist)
\$50,000 - \$70,000 (Management Assistant)

DEPARTMENT: Town Manager's Office

DATE: February XX, 2019

FLSA STATUS: Exempt

HOURS OF WORK: 40 hours per week

POSITION DESCRIPTION:

Performs high level administrative and analytical work in coordinating and facilitating the operations of the Town Manager's Office. Works under the direct supervision of the Town Manager and Deputy Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Performs administrative functions and project-based assignments for the Town Manager's Office; relieves Town Manager and Deputy Town Manager of administrative detail work. Manages special projects and events as assigned.
- Conducts research, analysis and program evaluation related to projects, programs, ordinance development, policies, and strategic planning.
- Creates agendas for Board of Selectmen meetings, Board of Selectmen subcommittee meetings, and other boards and commissions staffed by the Town Manager's Office. Coordinates all related research, backup materials and related subsequent work. Prepares initial drafts of packet correspondence. Distributes and posts agendas and packet materials as assigned.
- Assists in the preparation of the Town operating and capital budgets by conducting analyses, compiling information, proofreading and preparing materials for inclusion in the budget documents.
- Assists with human resources and labor relations functions including position recruitments, daily benefit processing, collective bargaining support, and yearly audits and reporting requirements.
- Manages the employee onboarding process.
- Provides support for economic development initiatives such as research, data-gathering, coordinating special projects, assisting with business recruitment, retention and outreach, and other economic development commission activities.
- Transmits and explains Town Manager's directions to proper persons and follows up to ensure compliance, completeness and conformance with deadlines.

- 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 complaints. Refers correspondence to the appropriate department as needed, follows up on requests to ensure satisfactory resolution.
- Composes routine and specialized correspondence and documents from written notes and verbal discussions on behalf of the Town Manager including documents of a confidential nature.
- Arranges appointments and meetings for the Town Manager; maintains calendar of all meetings in Town Office Building and reserve rooms for such.
- Monitors and manages the Town Manager's Office budget; responsible for preparing purchase orders and for the processing invoices applicable to the Town Manager's Office.
- Coordinates the Annual Report; obtains reports from departments, edits documents and develops layout utilizing various software programs, prepares report for printing and dissemination to the public.
- Assists in maintaining the Town of Simsbury website and social media platforms.
- Provides technical assistance to various boards and commissions as assigned.
- Provides administrative assistance to Finance Director as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of general office procedures.
- Ability to learn the operations of the Town Manager's Office and other municipal departments.
- Thorough ability to perform administrative procedures and to coordinate the activities of an administrative official.
- Considerable knowledge, skill and ability in municipal management and the skill and ability to make accurate and confidential decisions in a timely manner.
- Thorough ability to follow oral and written instructions and to maintain information in confidence.
- Considerable proficiency in oral and written communications.
- Excellent ability to create written correspondence that is concise and accurate. Considerable ability to create and publish documents, reports and presentations through the use of desktop computer systems.
- Ability to organize, implement and coordinate complex, multi-phase projects and tasks with minimal supervision.
- Considerable skills of advanced word processing, desktop publishing, spreadsheet design and database applications and ability to learn human resources and financial software applications.
- Ability to establish and maintain effective working relationships with coworkers, Town officials, representatives of other agencies, and the general public.
- Ability to maintain confidential records.

REQUIRED PHYSICAL AND MENTAL HEALTH 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 at an assigned location and work continuously for extended periods of time.
- Ability to talk and hear.
- Ability to use hands to operate objects, tools, or controls and reach with hands and arms.
- Specific vision abilities required by this job include vision and the ability to adjust vision.
- Works in office setting subject to continuous interruptions and background noises.
- Includes exposure to video display terminals on a daily basis.
- Ability to carry reports and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging in height from 1' to 7' from the floor.
- Ability to handle stressful situations.
- Ability to move throughout the Town Hall and other town buildings and sites.
- Operates a vehicle to run errands.

MINIMUM QUALIFICATIONS:

A master's degree from a recognized college or university in public administration, public policy or a related field plus six months of progressively responsible municipal administration experience. Budgeting, general human resources and employee benefit administration, and program evaluation/analysis experience highly desirable.

The position may be under filled as a management assistant with a candidate that possesses a bachelor's degree from a recognized college or university in public administration, public policy or a related field plus three years of progressively responsible municipal administration experience. Budgeting, general human resources and employee benefit administration, and program evaluation/analysis experience highly desirable.

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 and responsibility.



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SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Special Meeting

Monday, January 14, 2019

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

DRAFT - MINUTES

Members Present: Sean Askham, Chris Kelly, Eric Wellman

Staff Present: Maria Capriola, Lisa Karim

The meeting was called to order at 5:15pm.

1) Circulation Assistant Job Description Update

Proposed changes to the Circulation Assistant (Adult Department) job description and job title were reviewed. Selectman Askham motioned and Deputy First Selectman Kelly seconded to "Move effective, January 14, 2019 to endorse the proposed modifications to the job description and to change the job title for the Circulation Assistant position to the Library Services Assistant (Adult Department) as presented. Further move that this recommendation be forwarded to the full Board of Selectmen." Motion passed unanimously.

2) Minutes

The minutes of August 27, 2018, August 29, 2018 and December 10, 2018 were approved by consensus. The September 27, 2018 were tabled.

The meeting adjourned at approximately 5:20pm.

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