



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

June 9, 2022

8:00AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of May 12, 2022 Minutes
- 2) Classification Work
 - a) Property Appraiser
 - b) IT Director Job Description
 - c) Youth and Family Social Worker
- 3) Town Manager FY 21/22 Performance Review Timeline and Process

Adjournment



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee
Regular Meeting
Thursday, May 12, 2022
Main Meeting Room, Town Hall

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl, Sean Askham

Staff Present: Maria Capriola, Melissa Appleby, Deputy Chief Chris Davis, Tom Roy, Rick Bazzano

Others Present: Attorney Mike Harrington, Frank Pizarro (CSEA Staff Representative), Dwight Carlson (CSEA A&P President), Jenna Caulfield (Police Commission)

The meeting was called to order at 8:01am.

1) Approval of Minutes

The minutes of April 13, 2022 were approved as presented by consensus.

2) Open Session/Executive Session at Election of Union: Step 4 Grievance Hearing, Notice of Position – A & P Union Represented by CSEA

Ms. Capriola provided an overview of the grievance filed by the union regarding the posting of the Deputy Town Engineer position, as well as her written response, which is provided in the packet. She noted that this position was classified as non-union for decades, and that the changes recently made to the position were primarily in regards to the title and the reporting structure. The position will now report to the Director of Public Works/Town Engineer instead of the Town Manager. Mr. Harrington added that the union did not make any mention of past practice in its submission.

Ms. Abbuhl noted that the union stated that this is the second time that they were not notified of a new or reclassified position. Mr. Pizarro said that this happened previously with another position. He said the union is not arguing about whether or not the position should be in the union; this grievance is about the notice. Mr. Carlson said that under Section 1.2 of the contract, the union should be notified of any new position. Mr. Askham asked whether the union believes it should be notified of any newly created position, not just those that would be in A&P. Mr. Pizarro said that the purpose of giving notice is to allow the union to evaluate whether the position belongs in the union. Mr. Askham noted that new and reclassified positions always come to the Board of Selectmen, and that information is available to the public. Mr. Carlson said that past practice is to notify the union directly.

Mr. Harrington asked the union if it wants to be notified of new positions that could potentially be in other bargaining units, such as police department positions. Mr. Pizarro said that this would not be necessary because those would not be administrative and professional positions. Ms. Abbuhl noted that “administrative and professional” is a defined term in the contract. Mr. Askham said that the union seems to be asking for both notification of all newly created positions Town-wide, but it is

also stating that it does not need to be notified of positions that would not be part of A&P. Mr. Carlson said that the union should be notified of any new position Town-wide.

Mr. Pizarro pointed to the last sentence of Section 1.2, stating that there would be no need for that sentence if the Town only needed to notify of A&P positions. Mr. Harrington said that the sentence in question deals with positions that may potentially be in the union, but the Deputy Town Engineer position was never in the union. Mr. Pizarro said that the union is not making a claim to the position, but that the union had questions about it when it was posted. Mr. Harrington reiterated that the Town thought the position was clearly not an A&P position. Mr. Carlson said that the Town decides when it thinks it needs to notify the union, but their position is that notification should occur for all positions.

Mr. Askham asked whether there was any connection between the timing of the grievance and comments made at the March 28, 2022 Board of Selectmen meeting at public audience. Mr. Pizarro said that there was no connection, and noted that the union's grievance was strongly worded because they feel strongly about this matter.

3) Executive Session: Pending Claim – Step 4 Grievance Hearing, Notice of Position – A & P Union Represented by CSEA

Mr. Askham made a motion to adjourn to executive session at 8:33am, to include Attorney Mike Harrington. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Mr. Askham made a motion to adjourn from executive session at 8:50am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

4) Open Session: Step 4 Grievance Decision, Step 4 Grievance Hearing, Notice of Position – A & P Union Represented by CSEA

Mr. Askham made a motion to deny the grievance. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously. Ms. Mackstutis said that a written response will be provided to the union.

5) Classification Work

a. Accreditation Specialist

Ms. Capriola presented the job description for the new position, which was authorized following the FY23 budget referendum. She said that it was challenging to find external comparisons, as these responsibilities reside in various positions in other towns. She noted one requested edit from the Police Commission, which is to change the language regarding who the position reports to. The committee members agreed that for clarity, it should state that the position works under the supervision of the "Police Chief or designee" as opposed to "Accreditation Manager or designee." Deputy Chief Davis said that this position description captures this unique roll well.

Ms. Abbuhl made a motion to endorse the creation of the position classification of Accreditation Specialist and the job description as presented. Further move to endorse effective July 1, 2022 an hourly range of \$31.75 - \$42.33 (salary range of \$57,777 - \$77,036) for the Accreditation Specialist position. Further move, to forward the Accreditation Specialist proposal to the full Board of Selectmen for review and consideration. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

b. Information Technology Analyst

Ms. Capriola said that the job descriptions for the existing IT staff were reviewed in anticipation of creating the new position description. She said that this job description has not been updated since 1999, and that the changes are mainly housekeeping updates to reflect current practices. She said the proposed changes have been sent to the union for review.

Ms. Mackstutis noted a small grammatical edit at the bottom of page 2. Mr. Askham said that we should be less specific about the type of software we use, to allow flexibility in recruiting for skills in any current and future software platforms.

Mr. Askham made a motion to endorse the proposed changes to the Information Technology Analyst job description with the amendments discussed. Further move to endorse the change in title to Senior Information Technology Analyst. Further move, to forward the Senior Information Technology Analyst proposal to the full Board of Selectmen for review and consideration. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

c. Information Technology Support Specialist

Ms. Capriola said that we were able to obtain good sample job descriptions from other towns, as well as salary data for benchmarking purposes. A brief discussion ensued regarding the new position.

Ms. Abbuhl made a motion to endorse the creation of the position classification of Information Technology Support Specialist and the job description as presented. Further move to endorse effective July 1, 2022 an hourly range of \$34.74 - \$41.52 (salary range of \$72,262 - \$86,359) for the Information Technology Support Specialist position. Further move, to forward the Information Technology Support Specialist proposal to the full Board of Selectmen for review and consideration. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

d. Data Processing (Information Technology) Manager

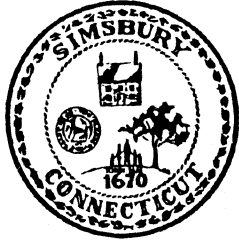
Ms. Capriola provided an oral update on this item. Staff is currently working on the housekeeping updates to this job description, and will bring them to the next committee meeting.

Adjourn

Mr. Askham made a motion to adjourn the meeting at 9:13am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Following adjournment, the Personnel Sub-Committee and staff met to discuss strategy with respect to collective bargaining for the units represented by CSEA.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager



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: Melissa Appleby, Deputy Town Manager; Eric Gomes, HR Coordinator; Tom Fitzgerald, Management Specialist; Amy Meriwether, Finance Director

Date: June 9, 2022

Re: Proposed Creation of Property Appraiser Classification

Background

The Simsbury Assessor's Office includes 3 full time staff members: Assessor; Assistant Assessor; and Assessor's Aide positions. The team works together to identify property values of all residential, commercial, and personal property plus motor vehicles for the Town's Grand List. As indicated during the budget process, an in-house municipal Property Appraiser will allow the Assessor's Office to gather more accurate appraisals and reduce the backlog in inspections, while reducing the reliance on contractors. This will benefit the Town by allowing staff to more accurately calculate any growth in the Grand List. The approved FY 22/23 budget funded a full-time position.

The Town Manager's Office worked to conduct benchmarking for external similar positions. The Finance Director, Assessor and Town Manager's Office staff worked to create the proposed job description.

The position is proposed to be 35 hours per week, which is consistent with other staff positions in the Assessor's Office. The position would be classified as non-exempt (hourly). The position would be introduced as an unaffiliated position.

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."

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

Financial Impact

The current proposed hourly range for FY 22/23 for the position is \$37.09 - \$44.32 per hour (salary range of \$67,502 – \$80,670).

Recommendation

Staff is recommending the following:

- Create the proposed classification of Property Appraiser
- Adopt the proposed job description
- Establish an hourly range of \$37.09 - \$44.32 per hour (salary range of \$67,502 – \$80,670)

Suggested Motion

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

Move effective, June 9, 2022 to endorse the creation of the position classification of Property Appraiser and the job description as presented. Further move to endorse effective July 1, 2022 an hourly range of \$37.09 - \$44.32 (salary range of \$67,502 – \$80,670) for the Property Appraiser.

Further move, to forward the Property Appraiser proposal to the full Board of Selectmen for review and consideration.

Attachments

- a) Proposed Job Description – Property Appraiser

Town of Simsbury

TITLE: Property Appraiser

DATE: June XX, 2022

DEPARTMENT: Assessor's Office, Finance Department

AFFILIATION: Unaffiliated

FLSA STATUS: Non-Exempt

POSITION DESCRIPTION:

Professional level office and field work providing technical assistance to the Assessor principally in connection with the inspection and appraisal of real and personal property for taxation purposes and related work as required. Works under the general supervision of the Assessor in accordance with prevailing statutes, policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- Performs extensive field inspections generated by building permits.
- Measures buildings and structures, calculates building areas, inspects alterations and repairs.
- Enters data collected and completes sketches, utilizing computer assisted mass appraisal system (CAMA) for property valuation and assessments.
- Reviews building plans and accurately transfer information to CAMA system.
- Responds to public inquiries relating to residential real property and business personal property assessments including valuation methods. Investigates complaints of taxpayers and, with the advice and direction of the Assessor and/or Assistant Assessor, assists in the correction of any inequities discovered and verified.
- Provides customer assistance in understanding data collection and its processes.
- Assist Assessor with sales verification and analysis report program. Review MLS listings, sales questionnaires and conducts sales inspections to determine validity of sales transactions.
- Confer with property owners, attorneys and real estate agents on current values of residential real property.
- Lends assistance as required in all aspects of the work of assessing and record keeping.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of residential real property values.
- Knowledge of mapping skills, valuation techniques, modern principles, practices, and methods of estimating property values for assessment purposes.
- Familiarity with Connecticut State Statutes and laws governing assessment and appraisal.
- Knowledge of accounting principles and methods, as applied to assessment practices.
- Ability to accurately measure, calculate and make estimates of residential real property values for assessment purposes.
- Ability to establish and maintain effective working relationships with associates, attorneys, other town department representatives, residents/homeowners, and the general public in discovering, listing, and/or valuing residential real property using principles of good customer services.

- Ability to communicate effectively with individuals, in person or by telephone, using tact, diplomacy, sensitivity and ability to express oneself clearly and concisely, orally and in writing.
- Ability to adhere to strict timelines and deadlines in accordance with the Connecticut General Statutes.
- Ability to use independent and objective judgement in deciding techniques of appraisal and the reliability of information obtained to establish fair assessments.
- Knowledge of and skills with CAMA software and assessment administration applications (preferably with eQuality and QDS), MS Word, Excel.

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 file letters, correspondence, reports, etc. in file cabinet drawers ranging in height from 1' to 7' from the floor.
- Ability to move throughout the police department, Town Hall and other town buildings and sites.

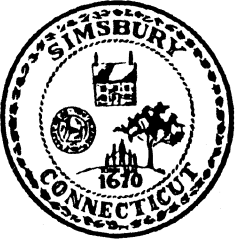
MINIMUM QUALIFICATIONS:

Associate's Degree, or equivalent, from an accredited college or technical college in public administration, business administration, real estate or a closely related field. Candidates should also have taken basic and advanced courses in property appraisal and assessment. Candidates should have at least two years varied and professional experience in the field of property valuation, appraisal, and assessment. An additional two years of relevant appraisal experience may be substituted for the educational requirement.

SPECIAL REQUIREMENTS:

- Must be certified as a Connecticut Municipal Assessor, or able to obtain certification as a Connecticut Municipal Assessor within four (4) years of appointment. A current Residential Real Estate Appraisal Certification can be substituted for the Connecticut Municipal Assessor Certification.
- Must possess a valid motor vehicle operator's license.

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



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager; Eric Gomes, HR Coordinator; Tom Fitzgerald, Management Specialist

Date: May 12, 2022

Re: Proposed Updates to Data Processing Manager Job Description

Background

The Data Processing Manager job description has not been updated in over 25 years. Since then the world of technology and the needs of the Town have evolved. Accordingly, much of the job description is dated and requires housekeeping updates to reflect modern technology, current practices, and appropriate terminology. This position is classified at grade A10 of the Administrative and Professional Supervisors employees' pay plan.

The proposed changes are minor in nature and mainly intended to modernize the terminology to reflect current practices. Staff from the Town Manager's Office were involved in developing the revisions. This proposal also recommends changing the title to Information Technology Director.

The position would stay exempt, at the same pay grade and hours of work (40 hours per week). This position is a Director level position and is part of the leadership team. The position reports to the Deputy Town Manager.

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."

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen. The Union has reviewed this proposal and is in agreement with the changes.

Financial Impact

None

Recommendation

Staff is recommending the following:

- Revise the job description for the Data Processing Manager as presented
- Revise the job title for the position from Data Processing Manager to Information Technology Director

Suggested Motion

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

Move effective, May 12, 2022 to endorse the proposed changes to the Data Processing Manager job description as presented. Further move to endorse the change in title to Information Technology Director.

Further move, to forward the Information Technology Director proposal to the full Board of Selectmen for review and consideration.

Attachments

- a) Proposed Job Description – Information Technology Director

Town of Simsbury

TITLE: ~~Data Processing Manager~~ Information Technology Director

GRADE: A10 (Supervisors)

DEPARTMENT: IT **DATE:** May XX, 2022

FLSA STATUS: Exempt

OBJECTIVES: POSITION DESCRIPTION:

Under the direction of the ~~Director of Finance/Treasurer and the School Business Manager~~ Deputy Town Manager, plans, organizes, oversees and participates in the administration of information ~~technology processing~~ services related to the ~~technology requirements EDP needs~~ of the Town and Board of Education – Central Office.

ESSENTIAL JOB FUNCTIONS:

- Supervises and evaluates information technology staff in the review of helpdesk ticket reporting, progress reports generated by staff, daily and weekly meetings.
- Coordinates staff work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Develops, coordinates, and implements professional development, and cross-training programs for assigned employees.
- Engages in work related to collective bargaining and labor-management relations, such as grievances and disciplinary processes, in accordance with relevant laws, regulations, personnel policies and collective bargaining agreements.
- Plans and directs all information technology ~~data processing~~ program activities of the Town of Simsbury and the Simsbury Board of Education administrative departments.
- Provides operational support, training and systems maintenance for all PC hardware and software including local area networks and wide area network infrastructure and network routing equipment and security appliances for municipal and public library locations.
- Analyzes existing municipal and school operations to computerize office functions; submits recommendations for system requirements.
- Provides technical support to Town and School employees ~~and data processing committees~~; coordinates with other employees and vendors to assure efficient use of software and hardware.
- Trains Town and School employees in the proper use of computer software, provides systems management including back-up safety of computerized programs, and vendor management for hardware and software maintenance.
- Acts as liaison with users of ~~data processing~~ technology services in Town offices, Board of Education and School administrations.
- Staffs commission/agency meetings, as related to technology operations, which may occur during early morning, evening and weekend hours.
- ~~Prepares progress reports and budget information to keep boards, commissions and department heads informed of project developments and future projects.~~
- Prepares the annual Information Technology operating budget and capital project budget.

- Manages the expenditure of Department fund allocations within the constraints of approved operating and capital budgets. Provides capital project information to the Deputy Town Manager and Director of Finance as needed.
- Monitors and manages departmental operating revenues and expenditures, and assigned capital project budgets, throughout the fiscal year. Provides purchase order and purchasing card review and approval, as needed, in accordance with financial management policies and procedures.
- Prepares bid specifications and related specifications for technology related purchases. Advises departments on hardware and software purchases. ~~documentation and program analysis.~~
- Negotiates purchasing or leasing contracts for personal computers, other technology equipment, and software with vendors.
- ~~Supervise the Operations Manager.~~
- Oversees telephony services, fiber optic infrastructure, and video surveillance equipment inside and outside municipal facilities.
- Manages, plans, and implements the Town's cyber security efforts. Coordinates related employee training.
- Oversees development and maintenance of the Town's website, and of assigned affiliates websites.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles, practices and techniques of information technologies ~~modern data processing~~ and management information systems.
- Considerable knowledge of the operating characteristics, capabilities, limitations and service requirements of personal computers and related equipment.
- Considerable knowledge of current practices and developments in information systems especially in the area of municipal government and schools.
- Considerable knowledge and ability ~~to install~~ in the planning, installation and maintenance of Local Area Networks (LANs) including required software and hardware; proficient in Microsoft products, network and security.
- Knowledge of the principles of supervision, organization and administration.
- Ability to relate to service requirements of using agencies to the capabilities of modern technology and to judge the practicality of potential applications.
- Ability to effectively communicate complex technical subjects both orally and in writing.
- Ability to establish and maintain effective working relationships with Town and School officials, employees, user agencies and vendors.
- Proficiency in cyber security best practices and vendor relations pertaining to cyber security protection methods and guidelines.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Must be able to sit at a desk or stand and work continuously for extended periods of time.

- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Works in office setting subject to continuous interruptions.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Stands, sits and walks extended periods of time; bends and reaches to file records, correspondence, reports, etc.

REQUIRED EQUIPMENT OPERATIONS:

- ~~Operates personal computer and standard office equipment.~~
- Proficient in various office equipment operations; including but not limited with desktops, laptops, printers, wifi equipment, network electronics, and cloud-based technologies.
- Must possess and maintain a valid driver's license to operate municipal vehicles.
- Appointment to positions in the Police Department are subject to meeting appropriate background standard.

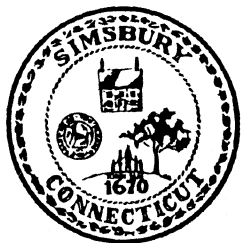
REQUIRED MINIMUM QUALIFICATIONS (Minimum)

- Graduation from college with a bachelor's degree in Computer Science, Business or Public Administration or related field plus five years of progressively responsible experience in MIS ~~and EDP~~ development, supervision, or equivalent. Supervisory and municipal experience are highly desirable.

REQUIRED LICENSE OR CERTIFICATE:

- Valid 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

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager; Eric Gomes, HR Coordinator; Tom Fitzgerald, Management Specialist; Kristen Formanek, Director of Community and Social Services

Date: June 9, 2022

Re: Proposed Creation of Youth and Family Social Worker Classification

Background

The Simsbury Social Services Department consists of the following positions providing direct service: Director of Community and Social Services; Community Social Worker; Social Services Assistant; and one part-time senior outreach coordinator. The Pandemic has created a greater need for mental health and well-being services. As discussed during budget development, the newly proposed Youth and Family Social Worker will focus on our youth and their families in Town. This position will perform responsible Social Work involving case management, outreach, program development and implementation, and group work with the Town's youth and their families. This position was approved in the FY 22/23 Budget.

The Town Manager's Office worked to conduct salary benchmarking for similar positions. The Director of Community and Social Services and Town Manager's Office staff worked to create the proposed job description.

The position is proposed to be 35 hours per week, which is consistent with our current Community Social Worker position in the Social Services Department. The position would be classified as exempt. The position would be introduced as an unaffiliated position.

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."

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

Financial Impact

The current proposed annual salary range for FY 22/23 for the position is range of \$72,059 – \$86,119).

Recommendation

Staff is recommending the following:

- Create the proposed classification of Youth and Family Social Worker
- Adopt the proposed job description
- Establish a salary range of \$72,059 – \$86,119

Suggested Motion

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

Move effective, June 9, 2022 to endorse the creation of the position classification of Youth and Family Social Worker and the job description as presented. Further move to endorse effective July 1, 2022 an annual salary range of \$72,059 – \$86,119 for the Youth and Family Social Worker position.

Further move, to forward the Youth and Family Social Worker proposal to the full Board of Selectmen for review and consideration.

Attachments

- a) Proposed Job Description – Youth and Family Social Worker
- b) Salary Benchmarking Analysis

TOWN OF SIMSBURY

TITLE: Youth and Family Social Worker

DATE: June XX, 2022

DEPARTMENT: Community and Social Services

AFFILIATION: Unaffiliated

FLSA STATUS: Exempt

POSITION DESCRIPTION:

Professional Social Work position focused on the needs of the Town's youth and their families, and promotes positive youth development. Performs responsible Social Work involving case management, outreach, program development and implementation, and group work with the Town's youth and their families. Through delivery of social services, works with clients, volunteers, and community contacts to improve social, and emotional stability for youth and their families. Receives supervision and direction from the Director of Community and Social Services and works closely with Community Social Worker.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and administers the Youth Service Bureau and the Youth Service Bureau Advisory Board, which may occur during early morning, evening and weekend hours.
- Assesses the needs of the community, it's youth and their families.
- Evaluates programs and makes modifications when needed. Sets program indicators and tracks outcomes. Conducts research, and plans for changing needs.
- Provides coordination of and direct services for youth and their families, to promote positive youth and character development.
- Develops and administers the budget for the Youth Service Bureau.
- Explores and applies for funding opportunities/grants. Ensures compliance with grant requirements, and prepares annual reports.
- Conducts psycho-social needs assessments and plans and develops options and services to address unmet needs. Provides appropriate services, information, and referrals.
- Responsible for conducting Ohio scales and surveys for Youth Service Bureau and Juvenile Review Board participants.
- Provides case management, needs assessment, information and referral to departmental clients (youth and families). Conducts group work.
- Participates in Juvenile Review Board hearings, which may occur during early morning, evening and weekend hours.
- Provides case management to Juvenile Review Board participants and their families. Helps coordinate with schools/police/agencies/families to support youth involved in minor offenses.
- Helps coordinate, implement, and supervise volunteer and community service opportunities for youth.
- Coordinates and/or participates in community events and meetings, and provides outreach activities. Prepares educational materials and gives public presentations.
- Collaborates with other professionals, departments, community organizations and others as needed.
- Ensures compliance with local, state and federal law governing Youth Service Bureau programs and activities. Keeps current with regulatory, professional, and clinical advances.

- Plans and coordinates substance abuse prevention programs for youth and their families. Provides programs and services to help prevent and alleviate substance abuse/misuse.
- Maintains confidential data, case records, and statistics. Prepares reports and case files.
- Staffs advisory committees and boards as assigned, acts as Social Services Liaison.
- Participates in the overall team environment, and assists with programs and special projects and duties as assigned.
- Attends and actively participates in staff meetings, trainings, workshops and other available educational opportunities.
- Participates and coordinates in evening and weekend programming as needed.
- Responds to emergency calls as assigned on a 24-hour basis.
- Performs other related duties as assigned.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement)

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable ability to establish and maintain effective working relationships with co-workers, other service providers, community partners and stakeholders, youth and their families, clients, and the general public.
- Considerable ability in oral and written communications.
- Thorough knowledge of human services programs.
- Knowledge of Federal, State, and community resources and programs.
- Ability to effectively communicate orally and in writing.
- Thorough ability to follow oral and written instructions and to maintain information in confidence.
- Strong knowledge of current office technology, including but not limited to Microsoft Office, Excel and PowerPoint.

REQUIRED PHYSICAL AND MENTAL HEALTH EFFORT AND ENVIRONMENTAL CONDITIONS:

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

- This position occasionally requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand. Additional hours, including nights, may be required for emergencies and program coverage.

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

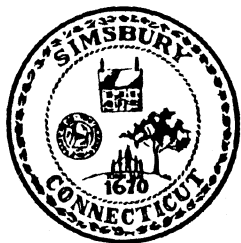
MINIMUM QUALIFICATIONS:

- The skills and knowledge required would generally be acquired with a Master's Degree in Social Work or a related field and a minimum of two years of experience in social services work, with a focus on Youth and Families. Candidates with a Bachelor's Degree in Social Work or a related field and a minimum of five years of experience in social services work, with a focus on Youth and Families.
- A Master's degree, municipal experience, and experience working in a Youth Services Bureau and/or with a Juvenile Review Board are preferred.

ADDITIONAL REQUIREMENTS:

- Valid Motor Vehicle Operator's license required.
- If the selected candidate has a master's degree in social work, they must maintain their social worker licensure (LMSW or LCSW). If a selected candidate with a master's degree in social work does not have licensure at the time of hire, they must obtain their licensure within eighteen (18) months from their date of hire.

Youth Services Social Worker										
Population*	Annual Salary		Hourly Rate		Hours per week	Salary @ 35 hrs/ Week		Salary @ 40 hrs/ Week		
	Min	Max	Min	Max		Min	Max	Min	Max	
Simsbury	25,395	\$72,059	\$86,119	\$39.59	\$47.32	35.00	\$72,059	\$86,119	\$82,353	\$98,422
Avon	18,276	\$45,922		\$35.32		25.00	\$64,290		\$73,475	
Bloomfield	21,211	\$69,972	\$87,610	\$38.45	\$48.14	35.00	\$69,972	\$87,610	\$79,968	\$100,126
Cheshire	28,937	\$62,199	\$82,286	\$29.90	\$39.56	40.00	\$54,424	\$72,000	\$62,199	\$82,286
Farmington	25,497	\$63,819	\$69,993	\$32.73	\$35.89	37.50	\$59,564	\$65,327	\$68,074	\$74,659
Glastonbury	34,482	\$63,765	\$79,735	\$32.70	\$40.89	37.50	\$59,514	\$74,419	\$68,016	\$85,051
Granby	11,507	\$56,350		\$30.96		35.00	\$56,350		\$64,400	
Windsor	28,733	\$61,020	\$85,425	\$29.34	\$41.07	40.00	\$53,393	\$74,747	\$61,020	\$85,425
	AVERAGE	\$60,435	\$81,010	\$32.77	\$41.11	35.71	\$59,644	\$74,821	\$68,164	\$85,509
	MEDIAN	\$62,199	\$82,286	\$32.70	\$40.89	37.50	\$59,514	\$74,419	\$68,016	\$85,051
	Simsbury - Mean	\$11,624	\$5,109	\$6.82	\$6.21	-0.71	\$12,415	\$11,298	\$14,189	\$12,912
	Simsbury - Median	\$9,860	\$3,833	\$6.89	\$6.43	-2.50	\$12,545	\$11,700	\$14,337	\$13,371



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Date: June 6, 2022
Subject: Town Manager's FY 21/22 Performance Review Timeline

Following discussion with the Personnel Sub-Committee, the following timeline is planned for the Town Manager's FY 21/22 Performance Review Process:

- INSERT Date¹: Town Manager 360 review completed. Results shared with BOS.
- July 29, 2022: the Town Manager submits an update on progress towards the prior year's goals. The Town Manager will also complete a self-review.
- July 30 through August 10, 2022: the Board of Selectmen completes a review of the Town Manager utilizing an online tool.
- August 12 through September 11, 2022: the First Selectman (Personnel Sub Chair) prepares a draft review based on responses received from the online review. The Personnel Sub-Committee assists with this draft.
- September 12, 2022: the Board of Selectmen meets and reviews the report drafted by the Personnel Sub-Committee.
- September 26, 2022: 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.

¹ Date forthcoming/to be determined. All other dates may be modified if the 360 process will go beyond July 29th



Simsbury Town Manager Performance Review

Update: 06/06/22

Purpose of Document	<p>This document:</p> <ol style="list-style-type: none"> 1. Outlines the process for conducting the annual review of the Town Manager 2. Contains the review document 																									
Structure to Review	<p>The Town Manager will be evaluated in three areas:</p> <ol style="list-style-type: none"> 1. Performance related to six identified attributes 2. Performance in each of four goal categories 3. An overall performance rating 																									
Process	<p>The process for the review is:</p> <ol style="list-style-type: none"> 1. Town Manager goals are established at the start of each fiscal year in June. 2. Prior to review the Town Manager completes a self-review. 3. Each Selectperson inputs their feedback into an online application (such as Survey Monkey). 4. A consolidated document is developed. For each category being reviewed: <ol style="list-style-type: none"> a. Dots will be used to show the rankings from each Selectperson b. All comments will be presented <p>The rankings and comments will not be identified by the author</p> 5. The Board of Selectpersons will meet to review the document 6. The Board of Selectpersons will meet with the Town Manager to review their performance 																									
Process Owner	<p>The First Selectperson (as Personnel Sub-Committee Chair) is responsible for the management of this process. They will work with the Personnel Sub-Committee.</p>																									
Schedule	<p>The timeline for the 2021-2022 Review will be:</p> <table border="1" data-bbox="443 1159 2003 1498"> <thead> <tr> <th data-bbox="443 1159 541 1195">Step</th> <th data-bbox="541 1159 1192 1195">Date</th> <th data-bbox="1192 1159 2003 1195">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1195 541 1230">1</td> <td data-bbox="541 1195 1192 1230">July 29, 2022</td> <td data-bbox="1192 1195 2003 1230">Town Manager submits update on progress towards goals</td> </tr> <tr> <td data-bbox="443 1230 541 1266">2</td> <td data-bbox="541 1230 1192 1266">July 29, 2022</td> <td data-bbox="1192 1230 2003 1266">Town Manager completes self-review</td> </tr> <tr> <td data-bbox="443 1266 541 1302">3</td> <td data-bbox="541 1266 1192 1302">July 29, 2022</td> <td data-bbox="1192 1266 2003 1302">Town Manager sends results of 360 review to Board of Selectmen</td> </tr> <tr> <td data-bbox="443 1302 541 1338">4</td> <td data-bbox="541 1302 1192 1338">July 30 – August 10, 2022</td> <td data-bbox="1192 1302 2003 1338">Board Members complete online review</td> </tr> <tr> <td data-bbox="443 1338 541 1438">5</td> <td data-bbox="541 1338 1192 1438">August 12 – September 11, 2022</td> <td data-bbox="1192 1338 2003 1438">First Selectperson (as Personnel Sub-Committee Chair) prepares draft review based on received responses with assistance from Personnel Sub-Committee</td> </tr> <tr> <td data-bbox="443 1438 541 1474">6</td> <td data-bbox="541 1438 1192 1474">September 12, 2022</td> <td data-bbox="1192 1438 2003 1474">Board of Selectpersons meet and review consolidated review</td> </tr> <tr> <td data-bbox="443 1474 541 1498">7</td> <td data-bbox="541 1474 1192 1498">September 26, 2022</td> <td data-bbox="1192 1474 2003 1498">Board of Selectpersons meets with Town Manager for Review</td> </tr> </tbody> </table>		Step	Date	Action	1	July 29, 2022	Town Manager submits update on progress towards goals	2	July 29, 2022	Town Manager completes self-review	3	July 29, 2022	Town Manager sends results of 360 review to Board of Selectmen	4	July 30 – August 10, 2022	Board Members complete online review	5	August 12 – September 11, 2022	First Selectperson (as Personnel Sub-Committee Chair) prepares draft review based on received responses with assistance from Personnel Sub-Committee	6	September 12, 2022	Board of Selectpersons meet and review consolidated review	7	September 26, 2022	Board of Selectpersons meets with Town Manager for Review
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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	Financial Management <ul style="list-style-type: none"> Develops annual operating and capital budgets based on the Town’s needs and available resources. Prepares annual operating and capital budgets that are responsive to the Board of Selectmen’s goals and priorities. Develops annual operating and capital budgets that provide services at a level directed by the Board of Selectmen. Appropriately monitors and manages fiscal activities of the organization. Effectively administers the annual operating and capital budgets. Considers financial impact before decisions are made. 						
#	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	Organizational Management and Leadership <ul style="list-style-type: none"> Effectively oversees and manages the daily operations of the organization. Makes difficult decisions when required and accepts responsibility for those decisions. Selects, leads, directs and develops staff effectively. Creates a culture that promotes innovation, excellence in public service, and accountability. Sets a professional example by handling town matters ethically, with integrity, fairly, and impartially. Fosters team environment. 						

	<ul style="list-style-type: none"> Instills a collaborative approach to providing services and finding solutions to problems. 						
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#	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	Professional Development <ul style="list-style-type: none"> Values and supports personal and professional development of self and others. Creates a culture of professional development through all levels of the organization. Uses training and job assignments to facilitate learning. Provides constructive performance feedback through coaching and regular performance reviews. Regularly meets with department heads. 						
#	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	Implementation of Board of Selectmen Policies, Initiatives, and Goals <ul style="list-style-type: none"> Is accessible and responsive to elected officials. Determines the feasibility of expected outcomes of policy options, initiatives, and goals. Articulates fiscal, administrative, legal, ethical, and other implications of policy options, initiatives, and goals. Develops a plan to implement policies, initiatives, and goals. Monitors and evaluates programs and services to ensure effectiveness, efficiency, quality, and responsiveness. Supports the action of the governing body after a decision has been reached, both inside and outside the organization. Establishes organizational priorities based on Board of Selectmen policies, initiatives, and goals. Makes reasonable progress towards established Town Manager Goals. 						
#	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	Communications <ul style="list-style-type: none"> Maintains effective and timely communications, both verbal and written, with the Board of Selectmen. Assists by facilitating decision making alongside the policy authority of the Board of Selectmen. Establishes and maintains effective working relationships with community partners and stakeholders. 						

	<ul style="list-style-type: none"> • Demonstrates a customer service oriented approach when interacting with residents. Demonstrates an attitude of helpfulness, respect, sensitivity. • Listens to concerns of staff, Selectmen, and the public. Responds appropriately. 						
#	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	Economic Development <ul style="list-style-type: none"> • 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. • Maintain town's infrastructure in good condition to support business growth and attract new development. • Supports programs and services that enhance the quality of life of residents, making Simsbury and attractive place to live, work, play. • Supports economic development activities with innovative and forward thinking ideas. 						

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	Initiate negotiations for successor collective bargaining agreement with Dispatchers. Complete arbitration for successor collective bargaining agreements for all 3 unions represented by CSEA. Implement wage, benefits, and other arbitration award changes.						
		Medium	Conduct annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.						
		Medium	Conduct other professional development opportunities for executive coaching/small group/departmental work (funds permitting).						
		Medium	Begin re-writes and updates to the Town's Personnel Rules and Regulations.						
		Medium	Complete RFQ process for life and disability insurance. Select vendor and update plan documents to accurately reflect coverage.						
		Low	Select new employee wellness vendor and implement new health risk assessment process.						
		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 22/23 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs. Refine data from the Facilities Master plan into our capital budgeting.						
		High	Support the Board of Selectmen's priorities by using Federal Recovery funds in a manner that is permissible and consistent with federal guidelines. Support Board of Selectmen work group.						
		High	Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.						
		Low	Continue to update our financial benchmarking data annually.						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	Economic Development	High	Support business recovery due to the pandemic. Work collaboratively with the Economic Development Commission, Town staff, Main Street Partnership, Chamber of Commerce, and other organizations that support the business community.						
		Medium	Working with the Economic Development Commission, conduct visitations and outreach with the business community.						
		Medium	Working with the Economic Development Commission, complete marketing project update and refresh.						
		Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.						

#	Category	Priority	Goal	Rating					Comments
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				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Special Projects	High	Continue to coordinate the Town's response to the pandemic. Focus on the health, safety, and recovery of the community and the organization. Support residents with unmet needs during this unprecedented time.						
		High	Evaluate opportunities for sharing services with Board of Education.						
		High	Complete implementation of revised public meeting requirements and related technology.						
		High	Support the Board's vision for a diverse and inclusive community through special projects, initiatives, and policies.						
		High	Complete the Meadowood open space acquisition. Complete necessary grant compliance documents and land management plans.						
		Medium	Support the work of the SPIRIT Council, including in the data collection project.						
		Medium	Complete the Parks and Open Space Master Plan.						
		Medium	Complete development of model RFP for lease of agricultural parcels. Issue RFQ for new 117-acre Meadowood agricultural parcel. Develop agricultural practices for model.						
		Medium	Complete work related to the Proposed Ordinance to Regulate Short-Term Rentals.						
		Medium	Evaluate the municipal impact of state legislative changes regarding the use of marijuana. Begin to update policies, procedures, regulations as needed.						
		Low	Continue policy and land management review practices for our open space parcels. Update our open space acquisition policy. Develop a PA-490 policy.						
		Low	Support work related to the pollinator pathways initiative.						

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.

Overall Summary

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

