

TOWN OF EAST HARTFORD

(860) 291-7207

OFFICE OF
THE TOWN COUNCIL

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

January 23, 2023

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Monday January 23, 2023 6:00 pm Town Council Majority
Office/Teams

This meeting is accessible through "Microsoft Teams" 1 929-235-8441
Conference ID: 937 328 434# or [Click here to join the meeting](#)

A G E N D A

1. CALL TO ORDER
 2. APPROVAL OF MINUTES
 - A. December 20, 2022
 3. OPPORTUNITY FOR RESIDENTS TO SPEAK
 4. OLD BUSINESS
 5. NEW BUSINESS
 - A. Police Records Clerk I
 - B. Police Records Clerk II
 - C. Supervisor Public Safety Communications
 - D. Animal Control Officer
 - E. Telecommunications Officer, Public Safety
 - F. Police Patrol Officer
 - G. Chief of Staff
 6. ADJOURNMENT
- C: Town Council
Mayor Walsh
Tyron Harris, Human Resources Director

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

December 20, 2022

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun and Tom Rup

ALSO Tyron Harris, Human Resources Director
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:37 p.m.

APPROVAL OF MINUTES

August 29, 2022 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun
to **approve** the minutes of the August 29, 2022 Personnel & Pensions
Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Deputy Finance Director Job Description

Director Harris summarized the proposed revisions to the Compensation Plan for the position of Deputy Finance Director. Included in the recommendations is a requirement of Audit/CPA experience. The new hire will also be expected to join the negotiation team during arbitration and collective bargaining cases. This position is not a part of the Local Union.

The Committee discussed the differences between the Deputy Finance Director Position and the Assistant Finance Director positions. The Assistant is a role more focused on day to day operations within the department, while this Deputy position requires a skill set concentrated on contracts and larger projects. The Deputy position will serve as a department manager and provide oversight over the Assistant.

In turn, the revision of the Deputy role will also provide support to current Finance Director Melissa McCaw as her appointment to additionally serve as Chief Administrative Officer as well as her current role will require further responsibilities.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the revised Compensation Plan for Deputy Finance Director dated December 1, 2022 as amended by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Real and Personal Property Assistant Job Description

Director Harris summarized the proposed revisions to the Compensation Plan for the position of Real and Personal Property Assistant which is in the Office of Assessor. Included in the recommendations is an increase in pay grade from level 9 to level 10. The job description has not been amended since 1987, so a number of day to day requirements of the role have been updated.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the revised Compensation Plan for Real and Personal Property Assistant dated December 1, 2022 as amended by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

ADJOURNMENT

MOTION By Tom Rup
 seconded by Harry Amadasun
 to **adjourn** at 5:52 pm

Motion carried 3/0

C: Town Council
 Mayor Walsh
 Tyron Harris, Human Resources Director
 Melissa McCaw, Finance Director



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 10, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh *MPW*
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached job descriptions for Police Records Clerk I and Police Records Clerk II submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the January 17th, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

MICHAEL P. WALSH
MAYOR

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

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January 10th 2023

The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: Police Records Clerk I and Police Records Clerk II

Dear Mr. Walsh:

The Police Department job descriptions are not compliant with CALEA Accreditation Review; therefore, we made changes to reflect the needed changes. We also added the Town of East Hartford EEO/AA Statement, which is:

In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal opportunity workplace.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Police Records Clerk I

GRADE: 4

DEPARTMENT: Police

DATE: 10/13/2022

POSITION DEFINITION:

Performs general clerical work of complexity and variety in organizing and maintaining police record-keeping and cross-filing systems. Enters and retrieves information in the functional areas of criminal, motor vehicle accidents, and administrative records. Assists the public in receiving and completing various police-related permit applications.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written instructions from supervisor or lead clerk.
- Plans work according to established office procedures.
- Enters and retrieves information by a remote computer terminal.
- Receives information on arrests, accidents, and investigations.
- Classifies, codes, and processes the information.
- Enters data into criminal history files from incident reports and related information.
- Retrieves and organizes information from criminal history files for transmittal to a court or law-enforcement agencies.
- Reports motor vehicle accident and criminal history information to authorized persons, including attorneys, insurance representatives, and public members.
- Compiles and types statistical information for reports, including criminal activity reports to federal and state governments, specific incident activity reports, and various department activity reports.
- Processes issued, paid, and uncollectible parking tags for Data Processing.
- Balances tags and money collected against accounts receivable and data processing records.
- Prepares and types routine correspondence.
- Processes arrest tickets coordinating them with Officers' reports to prepare court transmittals.
- Prepares related tasks as required.
- Reports work accomplished to supervisor.

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ADDITIONAL JOB FUNCTIONS:

- Classifies and files materials such as correspondence, reports, and technical documents.
- Waits on public and issues copies of police reports after determining whether requests comply with the Freedom of Information Act and state privacy laws.
- Prepares copies of materials for the public, as authorized.

SUPERVISED BY:

Receives general supervision from both division lieutenant and police records supervisor.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with graduation from high school and two years of clerical or secretarial experience.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to deal with practical problems involving concrete variables in or from standardized situations.
- Ability to enter and retrieve information in an automated filing system.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to maintain accurate records and files.
- Ability to type with accuracy and speed.
- Ability to deal with the public and other employees courteously and effectively.
- At all times, ability to consistently remain calm and effective, even during times of heavy workloads, exercise critical thinking, including sound judgment and decision making, prioritize emergent and non-emergent situations, and obtain and act on information quickly and accurately.
- Maintain confidentiality at all times for citizens, emergency responders, and employees, including Protected Health Information ("PHI") as defined under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) in a sensitive, information-rich environment.
-

LICENSING REQUIREMENTS:

- Ability to obtain NCIC certification within six months of accepting position. This includes being able to pass a background check.

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Police Records Clerk II

GRADE: 6

DEPARTMENT: Police
2022

DATE: 07/19/198810-13-

POSITION DEFINITION:

Performs general clerical work of ~~some~~ complexity and variety in organizing and maintaining police record-keeping, cross-filing systems, and property control. Serves as a lead clerk in ~~the~~ police records unit. Enters and retrieves information in specific functional areas, such as criminal, motor vehicle accident, property, and administrative records.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written ~~instructio~~instruction as from ~~the~~ unit commander or designated supervisor.
- Plans work according to ~~the~~ established office or standard procedure.
- Assigns work to clerks of lower grade.
- Receives information on arrests, accidents, and investigations.
- Classifies, codes, and processes information, ~~enters~~ enter data into criminal history files from incident reports ~~and related~~ related information, and property.
- Enters data into an electronic filing system by remote computer terminal, including criminal history files.
- Retrieves and organizes information from criminal history ~~file~~ files for transmittal to a court or other law enforcement agencies.
- Receives, indexes, and files criminal intelligence information.
- Provides copies of police reports, criminal history, and property inventory to authorized persons, including attorneys, insurance representatives, and ~~members of the public~~ public members pursuant to state statutes and established procedures.
- Observes strict confidentiality in maintaining restricted information, files, records, and property.
- Provides information and referral services to ~~the~~ public regarding department or town programs and procedures.
- Compiles and types statistical information for reports.
- Serves as a relief to Accounts Clerk.
- Performs payroll, attendance, and leave record-keeping and related duties as needed.
- Performs related tasks as required.

- Reports work accomplished to supervisor.
-

ADDITIONAL JOB FUNCTIONS:

- Classifies and files materials such as correspondence, property, reports, and technical documents.
- Maintains worksheets of assigned ~~unit~~units.
- Periodically reviews and purges ~~records~~a record of outdated records.

SUPERVISED BY:

- Receives general supervision from ~~a division lieutenant, police records supervisor, or an assigned supervisor,~~a unit sergeant or an assigned supervisor.

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QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with a-high school education and three years of experience in general office work.
- Knowledge of basic office procedures, including filing, scheduling, posting, and basic bookkeeping.
- Ability to apply principles of confidential record keeping to solve practical problems.
- Ability to follow written and oral instructions furnished in written, oral or diagrammatic form.
- Ability to acquire a working knowledge of laws, regulations, and police procedures.
- Ability to type accurately.
- Ability to operate data and word processing equipment.
- Ability to maintain accurate records and files.
- Ability to perform accurate mathematical computations.
- Ability to deal cooperatively with others.
- Ability to process confidential information with responsibility.
- Prior police records experience is desirable.

LICENSING REQUIREMENTS:

- ~~Not applicable.~~
- NCIC certification within the requisite amount of time

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Supervisor
Public Safety Communications **GRADE:** 104

DEPARTMENT: Police **DATE:** ~~12/12/2013~~10-13-2022

POSITION DEFINITION:

Under the general supervision of the ~~Communications Division Officer in Charge~~ ~~Officer in Charge of the Communications Division~~, assigns, directs, supervises, trains, and evaluates Telecommunications Operators on ~~an assigned~~ assigned given shift. Confers regularly with superiors regarding shift effectiveness.

ESSENTIAL JOB FUNCTIONS:

- Receives, records, documents, and makes referrals of actions performed by, or complaints regarding, Communications staff, facilities, and equipment.
- Reviews and documents subordinates' performance, and refers written documentation of these matters to Department management.
- Maintains files and records per Department standard operating procedures.
- Prepares narrative and statistical reports for Department management.
- Relays, implements, and enforces Departmental policies, orders, and directives.
- Records and forwards attendance records of Telecommunications staff.
- Reviews the accuracy and validity of entries made by subordinates into Collect, NCIC, and Departmental records and information systems.
- Provides relief or augments Telecommunications Operators as may be required during the shift.

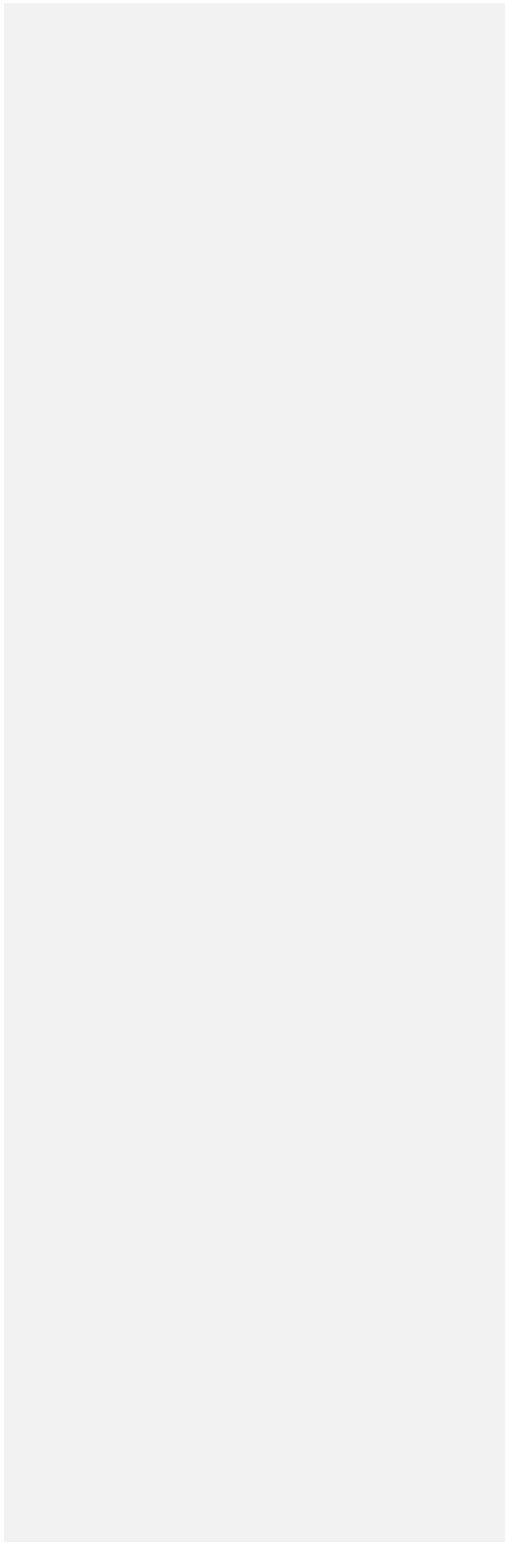
ADDITIONAL JOB FUNCTIONS:

- Makes physical check-checks of the Communications Division's physical environment, equipment status, operational readiness, and availability of necessary equipment, supplies, and material at the beginning and end of each assigned shift.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of both routine and emergency communications practices.
- Ability to type accurately and rapidly.
- Ability to operate LAN and ~~PC-based~~ PC-based word processing and related software.
- Ability to work rotating shifts and overtime as required.
- Ability to plan, organize, direct and evaluate the work of others.
- Ability to deal firmly, effectively, and impartially with subordinates, associates, and the public.
- Uses a computer terminal to enter and retrieve information.
- Ability to access and process information ~~contained~~ in file records and computer databases.

| • Ability to deal effectively with high-stress situations.



KNOWLEDGE, SKILLS, AND ABILITIES (cont'd):

- Bilateral hearing ability based on a ~~puretone~~ pure tone threshold between 0-25 decibels, with a frequency range between 500-3000 cycles.
- Binocular vision correctable to 20-20, with no colorblindness.
- Well-modulated voice, with distinct enunciation.
- Ability to remain seated for extended ~~periods of time~~ periods.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals ~~on a daily basis~~ daily.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to work independently with minimum supervision.

JOB QUALIFICATIONS:

- Requires graduation from an accredited High School or its equivalent, and at least three years of police, fire, or emergency medical dispatch experience, **or**
- Comparable time spent as a police supervisor with the rank of Sergeant or higher, or as a fire supervisor with the ~~rank-level~~ rank of Lieutenant or higher in a full-time career department.
- Must pass the Police Department background investigation.
- Prior experience with Collect and NCIC is desirable.

LICENSING REQUIREMENTS:

- Valid Connecticut Motor Vehicle Operator's License
- State Certification as a Telecommunications Operator within one year of appointment.
- Certification by APCO or PSTC as a Communications Training Officer within one year of appointment.
- Eligibility for commissioning as a Connecticut Notary Public.
- Additional certifications as Medical Response Technician or higher, Police Officer, or Firefighter II are desirable.
- State Certification of CT COLLECT/NCIC within two months of hire.
- Certification of CPR/AED within two months of hire.
- Certification of Emergency Medical Dispatch within two months of hire.

EEO/AA Statement

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The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

Original Date: 11/22/2002

Contract Date: 12/12/2013

Last Reviewed: 05/04/2016

Supervisor Public Safety Communications, Police

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TOWN OF EAST HARTFORD

TITLE: Animal Control Officer GRADE: 9

DEPARTMENT: Police Department DATE: 7/12/05

10-13-2022

GENERAL DESCRIPTION:

This is responsible enforcement and patrol work involving the enforcement of ~~statutes and ordinances pertaining to about animals~~ animal laws and ordinances.

Work involves responsibility for the overall enforcement of animal statutes and ordinances and for ~~the capture and impounding of~~ capturing and impounding stray dogs. Duties include response to complaints of roaming dogs, sick, injured, noisy and vicious animals. This position also has the responsibility for making limited decisions within detailed written or oral instructions dealing with the enforcement of animal control statutes. This work requires that the employee have considerable knowledge, skill and ability in animal care and handling and dealing with the public in a courteous manner.

SUPERVISION RECEIVED:

Works under the direction of the Police Department Superior Officer.

SUPERVISION EXERCISED:

~~None.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drives ~~vehicle-vehicles~~ and patrols the Town for stray or unlicensed dogs and improperly cared for animals.
- Responds to ~~animal-related~~ animal-related complaints and investigates cases of stray, lost, stolen, injured, mistreated, or vicious animals.
- Takes appropriate action to enforce state and local animal control laws. Captures, impounds stray and uncontrolled animals, ~~examines~~ examine injured and mistreated animals, and obtains proper veterinary care. Issues warnings and summonses.
- Oversees the care and treatment of impounded dogs in a private kennel. Handles various kinds of animals, such as lizards, snakes, and birds, when the Town is responsible for the care of the personal property, during the eviction, etc.
- Advises dog owners on proper restraint, sheltering, feeding, healthcare issues, spaying, neutering, and training of ~~proper restraint, sheltering, feeding, healthcare issues, spaying, neutering, and training of~~ dogs.
- Keeps files up-to-date, including impoundment records and quarantine reports. Makes various ~~state-required~~ state-required reports.
- Returns impounded dogs to owners. Attempts to place unclaimed animals, places legal notices, and arranges for euthanasia. Conducts dog surveys to ~~insure~~ ensure compliance with licensing regulations.

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- Attends civic and community meetings to explain animal control laws. Participates in public education programs.
- Maintains patrol vehicle and equipment in [a](#) sanitary condition.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of animal care and handling, especially dogs.
- Considerable knowledge of safety practices in handling dogs and other animals.
- Good working knowledge of state and local animal control laws.
- Good knowledge of report writing and record keeping and the ability to communicate effectively, orally and in writing.
- Considerable ability to establish and maintain [an](#) effective working relationship with superiors, coworkers, the veterinary community, and the general public.

ANIMAL CONTROL OFFICER

Page 2

QUALIFICATIONS:

A high school diploma or GED certification plus three years of work experience, including at least one year working with dogs, and one year dealing with the public, or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Must have a valid Connecticut driver's license.
- Must obtain and maintain State licenses as a Nuisance Wild Animal Control Officer.

TOOLS AND EQUIPMENT USED:

- Patrol vehicle, animal capture equipment, police radio, first aid equipment, noose pole, [and](#) dog bite gloves.
- [Taser Certification](#)

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PHYSICAL AND MENTAL DEMANDS:

The physical demands described here ~~are representative of~~ [represent](#) those that must be met by an employee ~~to perform the essential functions of this job successfully~~ [to successfully perform the essential functions of this job](#). Reasonable accommodations may ~~be made to enable~~ individuals with disabilities to perform ~~the~~ essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift ~~and/or~~ move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ~~and~~ peripheral vision, and the ability to adjust focus. The employee must have ~~basic-essential~~ reading and writing skills and ~~be able to communicate with individuals effectively~~ [to effectively communicate with individuals](#). The

position requires the ability to use commonsense in dealing with problems involving few concrete variables in standardized situations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform ~~the~~ essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee must frequently handle, restrain, and move large dogs and other animals, requiring specialized equipment. The noise level in the office is quiet, and the noise level in the field is moderate.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

[EEO/AA Statement](#)

[In the Town of East Hartford, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our residents, and our community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.](#)

TOWN OF EAST HARTFORD

TITLE: Telecommunications Operator, Public Safety

GRADE: 7

DEPARTMENT: Police

DATE: 10-13-2022

POSITION DEFINITION:

Receives and transmits ~~routine~~routine periodic, administrative, and emergency messages over a combined fire, police, and emergency medical services communications system.

GENERAL DUTIES:

- Receives oral or written instructions from supervisor.
- Plans, organizes, and performs work according to standardized procedures.
- Follow the rules, regulations, and procedures of the Communications Section.
- Establishes work priorities within approved guidelines.
- Receives administrative, routine, and emergency calls for fire, police, emergency medical, and related emergency services.
- Operates telephone console, and routes incoming calls.
- Records complaints as received.
- Enters information into a computerized dispatch system using a computer terminal.
- Enters information into the manual information system.
- Enters and retrieves information from electronic data and information systems, including, but not limited to, Conn. Department of Motor Vehicles, National Crime Information Center, and ~~local systs~~systems plans.
- Determines ~~priority of dispatch~~dispatch priority by policy, procedure, experience, and common sense.
- Dispatches fire, police, and emergency medical personnel as needed, ~~using~~using appropriate radio system and frequency.
- Receives and transmits instructions, directions, and orders using clear and coded language.
- Adjusts geographic assignments of public safety personnel to provide ~~adequate~~adequate coverage of the Town.
- Operates public safety communications console.
- Switches transmit/receive frequencies, establishes, ~~monitors~~monitor, ~~controls~~control and terminates multiple-frequency dispatches and broadcasts.
- Establishes, monitors, controls, and terminates console-controlled radio crosspatches.
- ~~Select~~Selects alternate frequencies to maintain communications with field units in the event of communications failure.
- Maintains constant communications capability with fire, police, and emergency medical services mobile units.

- Records incident information on a computer terminal or written forms and documents.
- Relays directions and orders from supervisors to Field units.
- Operates appropriate radio systems to relay information between East Hartford agencies and agencies for the State and adjacent towns.
- Summons ambulances ~~in accordance with~~ by requests from field units and established ~~procedure~~ procedures.
- Relays information ~~and/or~~ and requests for service to other Town agencies, departments, utility companies, and vehicle wrecker services.
- Monitors alarm communication system.
- Monitors incoming radio and COLLECT systems for ~~significant~~ important information, and forwards information as necessary. Reports failures or deficiencies in ~~systems~~ methods or equipment.
- Receives and relays calls concerning canines to Canine Control Officer or designee.
- Provides general information to the public. Overtime work may be required.

SUPERVISED BY:

Works under the general supervision of the Communications Supervisor

QUALIFICATIONS PROFILE: required skills and knowledge would generally be acquired with graduation

~~The skills and knowledge required would generally be acquired with graduation from~~ high school, and previous public safety communications experience, or equivalent. ~~Reading; reading,~~ writing, and speaking proficiency in the English language.

- Ability to type accurately.
- Aptitude to acquire ~~skill~~ skills in operation of automated information ~~systems~~ systems, especially the entering and retrieving ~~of~~ information from an electronic filing system.
- Ability to acquire a working knowledge of telephone and radio communications equipment and systems.
- Competence to carry out instructions ~~furnished~~ in written, oral or ~~schedule~~ scheduled form.
- Ability to apply experience and common sense to devise solutions to problems.
- A calm and clear manner when handling problems and situations presenting several variables and under emergency conditions.
- Capacity to deal effectively with high-stress situations.
- Ability to acquire a thorough working knowledge of established public safety procedures and policies and ~~to acquire~~ a thorough working knowledge of State Motor Vehicle Department records systems.

PHYSICAL REQUIREMENTS INCLUDE:

- Excellent hearing ability in both ears, based on a ~~pure tone~~ pure tone threshold between 0-25 decibels, with a frequency range between 500-3000 cycles.
- Excellent binocular vision, correctable to 20/20, with no color-blindness
- ~~Well modulated~~ Well-modulated voice with distinct enunciation.
- Ability to remain seated for extended ~~periods of time~~ periods.
- Ability to work rotating shifts, including holidays and weekends

Telecommunications Operator Public Safety, Police

LICENSE OR CERTIFICATE:

- ~~Completion of course and certification by the Association of Public Safety Communication Officers (APCO) as a trained Telecommunications Operator or must be acquired within one (1) year of appointment.~~
- Certification as ~~Medical Response Technician (MRT)~~ or Emergency Medical Technician Responder (EMRT) is desirable.
 - ~~State Certification as a Telecommunications Operator within one (1) year of hire.~~
 - ~~State Certification of CT COLLECT/NCIC within 2 months of hire.~~
 - ~~Certification of CPR/AED within 2 months of hire.~~
 - ~~Certification of Emergency Medical Dispatch within 2 months of hire.~~
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EEO/AA Statement

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

TOWN OF EAST HARTFORD

TITLE: Police Patrol Officer

GRADE: 1280

DEPARTMENT: Police
02/19/197610/13/2022

DATE:

GENERAL STATEMENT OF DUTIES:

Under ~~the immediate~~ the immediate supervision of the Sergeant, performs routine law enforcement work on foot or squad car patrol; performs related duties as required.

Example of duties: (Illustrative only)

- Patrols an assigned area on foot or in a cruiser.
 - Continuously checks the windows and doors of business establishments and windows and doors of business establishments and of assigned private homes, and investigates any suspicious conditions.
- Maintains continuous enforcement of motor vehicle laws, criminal statutes, and local ordinances.
- Provides public services such as information, traffic control, emergency assists-as-sistance, and rescues, found property, missing persons, and investigations.
- Provides documentation of police services and investigations through written reports.
- Obtains and executes arrest and search warrants.
- Provides testimony before special hearings and courts.
- Reports unsafe and hazardousunsafe conditions observed while on patrol.
- May be assigned to assist at the complaint desk and dispatch at Police Headquarters.
 - Building relationships with the community while helping contribute to vulnerable populations' health and safety,
- Creating community awareness by using crime prevention methods or intervention initiatives

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-

REQUIRED KNOWLEDGESKNOWLEDGE, SKILLS, AND ABILITIES:

- Good written and oral communicative skills.
- Mathematical ability sufficient to compile accurate statistical reports.
- Exceptional ability to deal effectively and courteously with people.
- Can act quickly and calmly in emergencies, remember details, and have keen keen powers of observation.

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- Ability to analyze and solve problems.

ACCEPTABLE TRAINING AND EXPERIENCE:

- ~~Graduation from a standard senior High School or possession of a State equivalency.~~
- ~~Candidates must be of majority age.~~
- **High School Diploma or State equivalent required**
- ~~Candidates must be at least 21 years of age.~~
- Possession of a valid Connecticut Motor Vehicle Operator's License.
- Height should be proportional to weight in order to evidence good physical health.
- Must be free of any physical impairment that would prohibit ~~the accomplishment of~~ accomplishing bona fide occupational duties.
- Have the ability to ~~pass job-re~~ job-related strength and agility tests.

EEO/AA Statement

In the Town of East Hartford, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our residents, and our community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

The Town of East Hartford is an Equal Opportunity/Affirmative Action institution with a solid commitment to diversity.

TOWN OF EAST HARTFORD

TITLE: Police Records Clerk II

GRADE: 6

DEPARTMENT: Police
2022

DATE: 07/19/198810-13-

POSITION DEFINITION:

Performs general clerical work of ~~some~~ complexity and variety in organizing and maintaining police record-keeping, cross-filing systems, and property control. Serves as a lead clerk in the police records unit. Enters and retrieves information in specific functional areas, such as criminal, motor vehicle accident, property, and administrative records.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written ~~instructio~~instruction ~~as~~ from the unit commander or designated supervisor.
- Plans work according to the established office or standard procedure.
- Assigns work to clerks of lower grade.
- Receives information on arrests, accidents, and investigations.
- Classifies, codes, and processes information, ~~enters-enter~~ data into criminal history files from incident reports ~~and-related~~ related information, and property.
- Enters data into an electronic filing system by remote computer terminal, including criminal history files.
- Retrieves and organizes information from criminal history ~~file-files~~ for transmittal to a court or other law enforcement agencies.
- Receives, indexes, and files criminal intelligence information.
- Provides copies of police reports, criminal history, and property inventory to authorized persons, including attorneys, insurance representatives, and ~~members-of-the-public~~ public members pursuant to state statutes and established procedures.
- Observes strict confidentiality in maintaining restricted information, files, records, and property.
- Provides information and referral services to the public regarding department or town programs and procedures.
- Compiles and types statistical information for reports.
- Serves as a relief to Accounts Clerk.
- Performs payroll, attendance, and leave record-keeping and related duties as needed.
- Performs related tasks as required.

- Reports work accomplished to supervisor.
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ADDITIONAL JOB FUNCTIONS:

- Classifies and files materials such as correspondence, property, reports, and technical documents.
- Maintains worksheets of assigned unit units.
- Periodically reviews and purges records a record of outdated records.

SUPERVISED BY:

- Receives general supervision from a division lieutenant, police records supervisor, or an assigned supervisor, a unit sergeant or an assigned supervisor.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with a high school education and three years of experience in general office work.
- Knowledge of basic office procedures, including filing, scheduling, posting, and basic bookkeeping.
- Ability to apply principles of confidential record keeping to solve practical problems.
- Ability to follow written and oral instructions furnished in written, oral or diagrammatic form.
- Ability to acquire a working knowledge of laws, regulations, and police procedures.
- Ability to type accurately.
- Ability to operate data and word processing equipment.
- Ability to maintain accurate records and files.
- Ability to perform accurate mathematical computations.
- Ability to deal cooperatively with others.
- Ability to process confidential information with responsibility.
- Prior police records experience is desirable.

LICENSING REQUIREMENTS:

- Not applicable.
- NCIC certification within the requisite amount of time

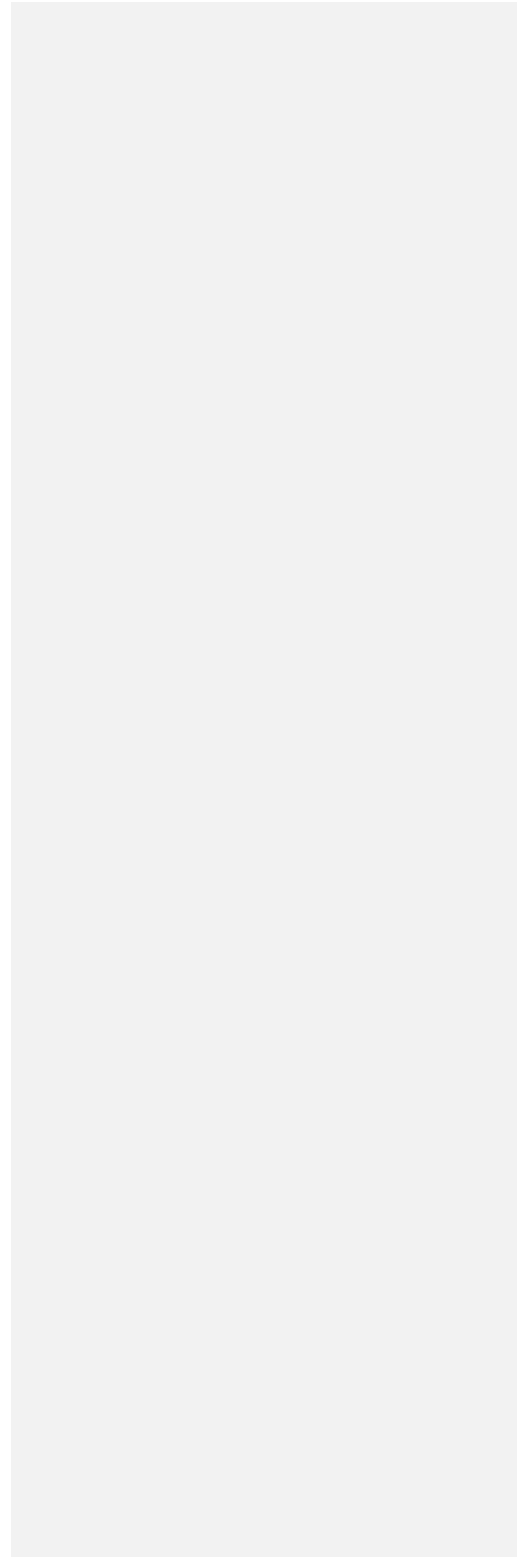
NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

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TOWN OF EAST HARTFORD

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TITLE: ~~Administrative Assistant to Mayor~~ Chief of Staff Grade A

DEPARTMENT: Office of the Mayor **Date:** ~~3/20/13~~ 1/1/2023

POSITION DEFINITION:

Works under the general supervision of and receives policy direction from the Mayor. Provides administrative and functional assistance to the Mayor in managing the operations and services of the Town government. Assumes administrative responsibilities for special projects as assigned by the Mayor.

ESSENTIAL JOB FUNCTIONS:

- Plans, administers, and supervises activities and ordinance responsibilities of the Mayor's Office. Assigns work to Secretary and support staff as needed.
- Participates in near term and long range planning for Town services and development. Coordinates related task forces and study groups as directed by the Mayor.
- Serves as liaison of Mayor to Town departments, Boards and Commissions. Represents Mayor at Board, Commission or administrative meetings as needed.
- Participates in analysis of Town governmental ~~the~~ operations, coordinates and/or leads in analysis of operating policies and procedures, and in the development of system and operating change to make improvement.
- Responds to, and advises and counsels, department heads on policies and procedures. Transmits directions of Mayor to department heads, and follows-up to assure compliance and timely completion of assignments. Assumes program responsibility for any department service as directed by the Mayor.
- Responds to general inquiries of the public.
- Prepares narrative and statistical reports for the Mayor and for the Town Council.
- Assists the Mayor in review of the annual operating and capital improvement budget recommendations.
- Prepares budget recommendations for the Mayor's Office and administers approved Office budget.
- Prepares press releases on activities of Mayor's Office and Town government. Responds to media requests, and serves as liaison of Town to media representatives.
- Prepares statistical and narrative reports of some complexity for the Mayor.
- Reports work accomplished to Mayor.

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- Providing tactical support to implement ideas.

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- Providing support and oversight for special projects and initiatives from the Mayor.

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ADDITIONAL JOB FUNCTIONS:

- Assists in the administration of grant programs, including planning, grant application, and contract administration.

- Represents the Mayor on special committees, regional government organizations, and as liaison to other governments or agencies.
- Interviews, recommends employment, and evaluates the performance of employees assigned to the Mayor's Office.
- Oversees the regular processing of public inquiries and requests to the Mayor. Refers requests, as possible, to the appropriate department or person. Follows up to ensure prompt and accurate responses.
- Appears before civic, cultural, and other groups to inform them of government activities.
- Participates in professional public administration organizations to remain current in the field.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to acquire a working knowledge of Town government, including Town ordinances and the functions and services of the various departments, boards, and commissions.
- Ability to understand the mayor's office's internal organization, responsibilities, and programs~~internal organization, responsibilities and programs of the Mayor's Office.~~
- Ability to carry out duties with a high degree of independence.
- Ability to apply principles of business or public administration to define problems; collect data, establish facts and draw valid conclusions.
- Ability to prepare and present clear, concise, and attractive reports of Town programs and activities either orally or in writing~~either orally or in writing, clear, concise and attractive reports of Town programs and activities.~~
- Ability to supervise.
- Ability to relate effectively to department heads, staff members, the media, and the general public.
- Ability to apply State, and Federal laws, Town Ordinances, Departmental policies, procedures, rules and regulations to determine necessary action.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in an office setting subject to continuous interruptions and background noise.
- 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.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Attends and participates in numerous ~~and~~ extended night meetings.

JOB QUALIFICATIONS:

The skills and knowledge required would generally be acquired with a Master's degree in Public Administration, Business Administration, or some closely related field; and a minimum of five ~~years~~² years increasingly responsible experience in municipal administration or private management experience, with regular interaction with government; or any equivalent combination of experience and education.

LICENSING REQUIREMENTS:

Valid Motor Vehicle Operator's license.
EEO/AA Statement