

# 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

February 27, 2024

**REVISED 2/26/2024**

**TO:** Harry Amadasun and Tom Rup

**FROM:** Awet Tsegai, Chair

**RE:** Tuesday February 27, 2024 6:00 **CCC 111/Microsoft Teams**

This meeting is accessible through "Microsoft Teams" 1 929-235-8441 Conference ID: 399 720 90# or [click here to join the meeting.](#)

## AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
  - A. January 2, 2024
3. OPPORTUNITY FOR RESIDENTS TO SPEAK
4. OLD BUSINESS
  - A. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant, Finance
  - B. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator
5. NEW BUSINESS
  - A. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary II (Fire Department)
  - B. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary III (Public Works)
  - C. ~~Proposed Revision to Job Description and Pay Grade for Position of Assistant Director of Parks and Recreation~~**
  - D. Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Head of Children's and Teen Services)
  - E. Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Reference & Cultural Assets Adult Services)
  - F. Proposed Revision to Job Description and Paygrade Increase for Position of Administrative Clerk II (Fire Department)

G. Proposed Revision to Job Description, Paygrade Increase and Change in Title for Position of Administrative Clerk III (Police Department)

6. ADJOURNMENT

C: Town Council  
Mayor Connor Martin  
Tyron Harris, Human Resources Director  
Melissa McCaw, Chief Administrative Officer and Finance Director  
Alex Trujillo, Director of Public Works  
Laurence Burnsed, Director of Health and Human Services  
Sarah Morgan, Library Director  
Mack Hawkins, Chief of Police  
Kevin Munson, Fire Chief

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

January 2, 2024

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

ALSO Tyron Harris, Human Resources Director

PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 7:04 pm

APPROVAL OF MINUTES

December 6, 2023

MOTION By Tom Rup  
seconded by Harry Amadasun

to **approve** the minutes of the December 6, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant, Finance

Director Harris stated that upon review of the duties of the position and required skills, the role as necessary is more aptly defined as that of an Accountant and is recommending a title change. In evaluating other municipalities, compensation for the role of Accountant is at a higher rate, so Administration is recommended a raise in pay grade from level 8 (range \$52,814-64,194 for FY 2023-24) to a grade 12 (\$69,091-\$83,985).

Responsibilities of the position include:

- Preparation of purchase order maintenance entries, budget amendments and maintenance as needed.
- Recording Board of Education accounts payable, payroll journal entries and cashbook credits.

- Review and processing of monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.
- Deposits of Board of Education State and Federal checks on an as-needed basis and record any necessary journal entries.
- Preparation of journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.

The Committee confirmed that the position is currently filled and acknowledged the increase in responsibilities over time for the role.

The Committee also discussed the number of job descriptions that are currently under evaluation that are presented with recommendations for pay grade increases, and voiced concern over the potential effect on the Town's budget.

Director Harris stated that as part of the CSEA Union contract, employees have the ability to request for a review of their job description. To be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification.

In each case, Human Resources has collaborated with each department director to confirm the responsibilities for each job description are both accurate and being met before evaluating the current job market. The Administration has made an effort to realign wages to remain competitive.

The Committee recommended a meeting of the entire Council for a discussion on the current strategy for evaluating job descriptions as provided to assure that the annual budget can meet the proposed wage increases. The consensus was that an overall needs assessment of departments and review of data should be discussed in Executive Session before a future scheduled Council meeting.

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator

Similarly to the previous item, the Committee agreed to postpone any recommendations to the Council on the proposed revisions for this position until a more expansive review has occurred.

MOTION        By Tom Rup  
                      Seconded by

to **table** the Proposed Revisions to the positions of Accounting Assistant and Payroll Coordinator as provided by the Department of Human Resources pending further discussion.

Motion carried 3/0

Adjournment

MOTION      By Tom Rup  
                  Seconded by Harry Amadasun

to **adjourn** (7:26 pm)

Motion carried 3/0

C:      Town Council  
          Mayor Martin  
          Tyron Harris, Human Resources Director  
          Melissa McCaw, Chief Administrative Officer



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 8, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: REFERRAL: Personnel and Pensions Subcommittee

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Please see the attached proposed revisions to the job descriptions and recommendation of paygrade and title changes to the following positions as prepared by HR Director Tyron Harris

Accounting Assistant, Finance with the new title of Accountant  
Payroll Coordinator with the new title of Payroll Manager

Please place this item on the Town Council agenda for the December 12, 2023, meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director  
M. McCaw, Finance Director

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

November 30, 2023

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Accounting Assistant, Finance

Dear Mr. Martin:

Please see the attached job description for the Accounting Assistant, Finance with a new title of Accountant.

Our Chief Administrator Officer, Deputy Finance Director and myself have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## GENERAL DESCRIPTION

This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.
- Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.
- Deposits Board of Education State and Federal checks on an as-needed basis and record any necessary journal entries.
- Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.
- Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.
- Considerable knowledge of the accounting equation (assets, liabilities and fund balance) and understanding in the interpretation and intuition of and impact of journal entries.

- Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.
- Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Accountant

**GRADE:** ~~8~~-12

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**DEPARTMENT:** Finance

**DATE:** 12/1/2023

### GENERAL DESCRIPTION

Performs responsible and accurate accounting clerical and bookkeeping work involving the maintenance of department accounts including cash management and investment.

Work involves responsibility for preparing standard journal entries for accounting functions. Duties include verifying calculations, confirming purchase orders and invoices, ~~and~~ reconciling accounts receivable to the general ledger, and preparing and inputting this data into a computerized financial management system. This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable. The work requires that the employee have considerable knowledge, skill, and ability in accounting, accounts payable and accounts/ receivable functions. This position processes all invoice payment batches for accounts payable and reviews back-up for thorough documentation and signatory authority. This position is responsible for printing of the Town's accounts payable checks and requires trust and integrity in protecting the assets of the Town. This position also monitors the internal control structure of selected government functions including, but not limited to, the parking ticket collection system. The position requires comprehensive knowledge of payroll functionality and serves as a backup to the Payroll Administrator. The position also requires complete knowledge of Accounts Payable duties. This position is responsible for adjustments to Purchase Orders and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies. This position is responsible for recording the Board of Education. This position supports the Town's Bank Reconciliation process by monitoring transactions and ensure timely recording consistent with GASB best practices.

### SUPERVISION RECEIVED

Works under the general supervision of the Assistant Finance Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide full charge bookkeeping and accounting functions.
- Maintain accounting for ~~operating units~~all Town Funds: Prepares standard journal entries for general accounting functions including but not limited to cash, grant, checks and other electronic receipts, ~~cash check or other electronic~~ disbursements, and investments. Prepares daily deposits, tax collection receipts, follow-up and redeposit of NSF checks.
- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.

- Prepares monthly bank account reconciliations or depository information for at least four Town accounts in several banks. Reconcile Town Ledgers and Sub-ledgers including Board of Education Payroll and Accounts Payable.
- Maintain and reconcile investment, [flexible spending](#), [insurances](#) and retirement accounts.
- Record the daily financial transactions including interest, deposits, and withdrawals for [over](#) 15 different bank accounts- and investment and retirement accounts.
- Assist with payroll processing, payroll tax reporting, payroll audits and analytics, and other payroll duties. [Perform payroll processing in the absence of the Payroll Administrator.](#)
- Using available accounting software, calculating, posting, and verifying transactions in processing financial data. Resolves discrepancies as needed. Processes corrections and runs appropriate reports.
- Using available accounting software, prepares summary information of cash on hand for investment decisions and for timely payments of recurring and long-term obligations. Transfers funds as required. Prepares monthly summary of expenditure information for various programs. Prepare monthly and quarterly retirement reports to the Finance Director and Retirement Board.
- Assists in preparing various financial analyses, including but not limited to investment analysis, debt service schedule and grant administration, for budget recommendations. Setup account budgets and perform increase and decrease maintenance as needed.
- Supports and periodically acts as the backup to the Payroll [Coordinator-Administrator](#) and Accounts Payable Clerk, to run general weekly payroll, bi-weekly accounts payable check runs, and other related transactions.
- Prepares monthly journal entries for several accounts, ~~such as~~ [including but not limited to](#), WIC, [CDBG](#), Police Contra and Emergency Management Accounts.
- [Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.](#)
- Deposits Board of Education State and Federal checks on an as-needed basis [and record any necessary journal entries.](#)
- [Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.](#)
- [Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.](#)
- Prepares monthly reports and draw downs for CDBG – Community Based Block Grant Program.
- Screens telephone calls and inquiries, ascertains nature of business, refers to appropriate person.
- Record online credit card payments across multiple different platforms.
- Complete monthly tax department income reconciliation and journal entries.
- Prepare quarterly statements along with interest, contributions, and distributions calculations for Deferred Compensation and Pension.
- Prepare quarterly dog fund calculation and subsequent payment to the State of Connecticut.
- Assist in fiscal year end deliverables including yearly audit preparation and analysis for multiple funds.
- Assist in calendar year end deliverables including but not limited to 1099 reports and verifications.
- Supports the annual audit of the Towns accounts and works with external auditors to provide needed information for the annual audit and the annual Financial Statement Report. Delivery of the required information must be completed by the end of September of each fiscal year.
- Supports the Finance Director in preparing annual Employee Benefit reports to stay in compliance with the Affordable Care Act, ERISA, and IRS (5500) reporting.
- Prepare month-end and year-end activities.
- Communicate Finance deliverables verbally and in writing to employees and departments.
- Provide accounting support and training across departments.

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk' [maintains standard operating procedures for all areas of responsibility and standard journal entries for the position.](#)
- [Performs adjustments to Purchase Orders in the Town's Accounting system and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies.](#)
- Perform other accounting and administrative tasks assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the principles and practices of bookkeeping, including accounts payable, accounts receivable, and [basic-basic to intermediate](#) accounting.
- [Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.](#)
- [Considerable knowledge of the accounting equation \(assets, liabilities and fund balance\) and understanding in the interpretation and intuition of and impact of journal entries.](#)
- [Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.](#)
- [Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.](#)
- Considerable knowledge of spreadsheet software applications and word processing software applications.
- [Maintains professional judgement and conduct in an office environment.](#)
- Very good skill in using standard office machines including calculator and computer.
- 
- Very good skill in mathematical computations.
- Considerable ability to establish and maintain effective working relationships with coworkers, associates, and the general public.
- Very good ability in oral and written communication.
- Very good ability to maintain detailed, [organized](#) and accurate financial records.
- Very good ability to handle a high volume of paperwork accurately and efficiently.

### **QUALIFICATIONS**

A bachelor's degree in accounting or a closely related field, plus two years of responsible bookkeeping or accounting records keeping work (preferably in a government setting) involving the use of a computer or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

- CPA or CPA track a plus, but not required.
- Public accounting experience a plus, but not required.
- Strong technical tax skills and analytic capabilities.
- Demonstrated proficiency with Microsoft Products Suite including ease using Excel and manipulating workbook.

### **SPECIAL REQUIREMENTS**

None.

### **TOOLS AND EQUIPMENT USED**

Computer, calculator, typewriter, copy machine and other standard office equipment, spreadsheet, and word processing applications software.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee 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 and listen.
- Must be able to sit at a desk or stand and work continuously for extended periods of time and occasionally required to walk.
- Ability to use hands to finger, handle or feel objects, tools, or controls.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required for this job include close vision and the ability to adjust focus.
- Must be able to read and interpret government regulations as they pertain to tax collections and be able to effectively present information and respond to questions from management and the general public.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Must show willingness and flexibility for occasional overtime work to fulfill business needs.
- This position requires the ability to apply common sense understanding in carrying out instructions furnished in written or oral form and the ability to deal with problems including several 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.

The work is conducted in typical office working conditions with virtually no disagreeable features. ~~The noise level in the work environment is not generally quiet.~~

### **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.

### **EEO/AA Statement**

- 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.

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.

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

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December 8, 2023

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Payroll Coordinator, Finance

Dear Mr. Martin:

Please see the attached job description for the Payroll Coordinator, Finance, with the new title of Payroll Manager.

Our Chief Administrator Officer, Deputy Finance Director, and I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## POSITION DEFINITION:

The Payroll Manager is responsible for preparing and administrating the Town of East Hartford Payroll System for all town personnel. Responsible for the setup and maintenance of employees in the Tyler Munis system, including activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), and pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick, and other accrued leave payouts. Responsible for maintaining the employee database and detailed history. Responsible for administering leave accruals and timely set-up or deactivation of employees in the Novatime system.

## GENERAL DUTIES:

- Performs role independently with limited supervisor(s) verbal or written direction.
- Plans and organizes work by federal and state laws, standard procedures, and general professional judgment
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignments.
- Works in tandem with the Department of Human Resources.
- Prepares employee payrolls by collective bargaining agreements for employees weekly, bi-weekly, and monthly. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll-related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows up in a timely manner for any errors or unreconciled differences.

ADDITIONAL DUTIES: .

- Prepares projections for retirement.
- Prepares all retirement/termination payouts. Including Drop Plan for Police and Fire
- Administrates worker's compensation payments and wage verification forms.
- Processes wage increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans.
- Administers changes in labor contracts, including salary increases, retro payments, and benefit changes.
- Assists in the preparation of W2s.
- Assists with budget to prepare salary budget projections / personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

SUPERVISED BY: Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

**TOWN OF EAST HARTFORD**

**TITLE:** Payroll ~~Coordinator~~ Manager

**GRADE:** ~~10 1312~~

**DEPARTMENT:** Finance  
December 1<sup>st</sup> 2023

**DATE:** July 1, ~~1987~~ 2023

**POSITION DEFINITION:**

~~The Payroll Administrator~~ Manager is responsible for the ~~preparation~~ and administration of the Town of East Hartford Payroll System for ~~ers a payroll system for all town personnel.~~ The typical job duties for this position include but are not limited to ~~Responsible for the set up and maintenance of employees in the Tyler Munis system to include activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick and other accrued leave payouts. level tables to include direct deposits, union benefits, deductions and dues, and other general deductions. Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime. Responsible for maintaining the employee database and detailed history. Responsible for~~ running/administering leave accruals and timely set-up or deactivation of employees in the Novatime system. ~~Responsible for country specific set up and maintenance based on role~~ Responsible for timely weekly payment of the payroll federal, state, FICA/Medicare, unemployment (quarterly), 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Responsible for accurate processing of Workers compensation related payments to ensure accurate W-2 statements. Responsible for preparing the Town's 941 quarterly Tax Return and calendar year end reporting requirements.

Administers Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments) related to payroll.  
Responds to inquiries from employees and external customers.  
Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post-tax deductions, and wage assignments are properly withheld.  
Assist employees with Workday self-service functions for direct deposit, retirement and tax election changes  
Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed  
Review daily maintenance and on-cycle payroll validation reports

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**Commented [GU1]:** PAYROLL JUNE/JULY 2023 TO DO LIST FINALIZE H S A BANK EMPLOYER CONTRIBUTION FILE SUBMIT TO H S A ON THURS 6/27 WIRE TO H S A BANK ON 7/1 MON 7/1 PROCESS REG PAYROLL AS SOON AS PAYROLL UPDATE IS COMPLETE TUES 7/2 WAGE UPDATES NEW SALARY TABLES POLICE T02 UPDATE POLICE WAGES UPDATE POLICE FLAT RATE WAGES AND 751 TPF RATES SEE LIST- UPDATE PAY MASTER AND JOB PAYS NEW SALARY TABLES FIRE T04 UPDATE FIRE WAGES UPDATE FIRE FLAT RATE WAGES - SEE LIST NEW SALARY TABLES 818 SUPERVISOR T05 UPDATE WAGES \*\*\*\* CHECK KEN SAYERS, STEVE FORAN\*\*\*\* NEW SALARY TABLES DISPATCH T10 UPDATE WAGES \*\*\*\*WATCH MIDNITE DIFFERENTIAL AND OT RATE \*\*\*\* NEW SALARY TABLES PW 1174 T03 UPDATE WAGES NEW SALARY TABLE NON UNION T06/T07 PROCESS NON UNION/WIC OTHER CHANGE PAFS NEW CSEA SALARY TABLES T01 UPDATE WAGES - WATCH PART TIMERS PROCESS CSEA STEP CHANGE PAFS RUN EXCEL TIMESHEETS WHEN RATES COMPLETE WED 7/5 DEDUCTION UPDATES FLEXIBLE SPENDING CHANGES EMPLOYEE HDHP H S A BANK CHANGES PREPAID VACATION CHANGES DISPATCH AMOUNTS PREPAID VACATION CHANGES NON UN/ PW PENSION MAX TO STOP GENERAL EMPLOYEE PENSION TO 9% 7/1/19 (NA IN FY24) POLICE NEW OPEB (NA IN FY24) HEALTH INSURANCE UPDATE DEDUCTION MASTER UPDATE EMPLOYEES DEDUCTIONS DIRECTORS DEFER COMP CHANGES? AFTER GENERATE PAYROLL - INPUT INTO MUNIS - EMPLOYER HDHP H S A AMOUNTS

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Prepare employee payroll historical information for outside agencies and internal management  
Process voluntary deduction adjustments, and prepares related state and federal payroll information reports. Responsible for weekly input, earnings adjustments, classification changes, deductions reporting, general account distribution and all payroll related management systems reporting.

**GENERAL DUTIES:**

- Performs role independently with limited. Receives oral or written direction from supervisor(s).
- Plans and organizes work in accordance with federal and state laws, standard procedures and general professional judgement according to standard procedures.
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignment.
- Works in tandem with Department of Human Resources.
- Prepares employee payrolls in accordance with collective bargaining agreements for employees on a weekly, bi-weekly, and monthly basis. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set-up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows-up timely for any errors or unreconciled differences.
- Ensures payroll journal entries are recorded within the payroll week. Resolves issues in a timely manner.
- Maintains the employee database and detail history.
- Receives and reviews time sheets from units. Departments for accuracy and completeness. Ensures accurate posting to the general ledger organization and accounts.
- Performs journal entries at month end timely to record expenses in various grants and ensure accurate reporting to grantors.
- Performs calculating, posting, and verifying duties to obtain financial data for payroll deductions, including withholding taxes, social security, retirement, group ~~insurances~~ insurance, union dues, and other payments.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives and reconciles payroll register.
- Receives payroll checks , reviews for accuracy-, and distributes to employees.
- Posts payments and prepares monthly and annual ~~payments vouchers for deductions to charitable, federal~~ payment vouchers for deductions to charitable, federal, and state governments, unions, and various carriers.

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- Prepares monthly, quarterly, and annual statistical and narrative reports for withholding taxes, social security, ~~payments payments~~, and town and state retirement programs.
  - Projects payroll and related benefit cost figures for budget-making, cost control, and planning ~~purposes~~.
  - Prepares regular statistical and narrative reports for the supervisor upon request.
  - Reports work accomplished to supervisor.
  - Prepares and process longevity, fire holiday and police holiday ~~payments~~.
  - Ensures all ~~Performance~~ personnel Action Forms are recorded, indexed and stored in the Munis ~~and central file~~.
  - Prepares analysis and journal entry for year-end payroll accrual.
  - Prepares the Town's 941 quarterly Tax Return and calendar year end reporting requirements.
- 
- Respond to routine inquiries concerning payroll processing, deductions and earnings
  - Maintains Sick / Vacation time.
    - ~~Maintains 457s and 401a retirement processing.~~
    - ~~Stays up-to-date with changes in tax regulations and labor laws.~~
    - ~~Assists with policy development and enforcement.~~
    - ~~Generates and analyzes payroll-related metrics and statistics.~~
    - ~~Assists with year-end payroll reconciliation and reporting.~~
    - ~~Performs fiscal year end / start tasks including Munis pay master, job pays, wage rates, overtime rates (incl Fire), differentials, deduction updates, vacation and sick leave changes, pension max to stop, health insurance updates, Directors deferred compensation changes, employer HSA / HDHP amounts.~~
- 
- Respond to any unemployment ~~claims~~ payment issues.
  - Process and Administer Wage garnishments.
  - Maintain unemployment payments and reports.
  - Administrate Prepaid Vacation
  - File 1094C and 1095C filings for ACA
  - Maintains confidentiality of personnel matters.

**ADDITIONAL DUTIES:**

- ~~Prepares federal income tax checks and gross payroll and expense checks for Board of Education.~~
- ~~Process and Administrate Wage garnishments.~~
- ~~Maintain unemployment payments and reports.~~
- ~~Administrate Military Buy Backs~~
- ~~Administrate Prepaid Vacation~~
- ~~File 1094C and 1095C filings for ACA~~
- ~~Prepares projections for retirement.~~
- Prepares all retirement / termination payouts. Including Drop Plan for Police and Fire

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- ~~Completes workers compensation and wage verification forms. Administrates workers compensation payments and wage verification forms.~~
- Processes wage ~~attachments~~ increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans.
- ~~Administers changes in labor contracts including salary increases, retro payments, including salary increases, retro payments, and benefit changes.~~ assists in preparation of W2s.
- Assists with Budget to prepare salary budget projections / prepares personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

**SUPERVISED BY:**

Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance.

**QUALIFICATIONS PROFILE:**

- The skills and knowledge required would generally be acquired with an Associate's Degree ~~In Business~~ in business Administration, Accounting, or some closely related field with three years of increasingly responsible office accounting or bookkeeping experience.
  - 5+ years of solid multi-state payroll and benefits rules, regulations and practices per IRS and basic accounting experience.
  - Must have strong Mathematical and Accounting aptitude.
- Relevant work experience in payroll administration, bookkeeping, or office accounting — may be substituted for college training on a year-for-year basis.
- Thorough knowledge of basic bookkeeping, payroll ~~and record keeping, and record-keeping~~ procedures.
- Ability to perform complex arithmetic computations.
- Ability to complete narrative and statistical reports.
- Ability to acquire basic knowledge of data processing applications.
- Ability to learn automated payroll system.
  - Ability to handle heavy workload on a daily basis
  - Must be deadline oriented with the ability to multi-task
  - Proficient/intermediate use of Microsoft Excel and Word
  - Knowledge of payroll processes including data entry, pay calculations, tax and benefits
- Ability to learn payroll provisions of Union Contracts
  - Strong work ethic and ability to work well in a team environment
  - Completion of

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**LICENSE OR CERTIFICATE:**

**Certified Payroll Professional (CPP)-Optional**

Not applicable-

**EEO/AA Statement**

~~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.~~

**EEO/AA Statement**

- ~~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.~~

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

**Responsibilities for payroll processor**

~~**Responsible for set up and maintenance of employee level tables to include direct deposit, union benefits/deductions and dues, expatriate hypo tax, and other general deductions such as auto use and computer loans. Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime, Responsible for running leave accruals**~~

~~**Responsible for country specific set up and maintenance based on role**~~

~~**Responsible for Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments)**~~

~~**Responds to inquiries from employees and external customers**~~

~~**Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post tax deductions, and wage assignments are properly withheld**~~

Payroll Coordinator, Finance

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~~Assist employees with Workday self-service functions for direct deposit and tax election changes~~

~~Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed~~

~~Review daily maintenance and on-cycle payroll validation reports~~

~~Prepare employee payroll historical information for outside agencies and internal management~~

~~Process voluntary deduction adjustments~~

~~Prepare and/or update the various changes for the employee pay affecting payroll (contract modifications, personal details, ) on a monthly basis according to company policy and proper approval level~~

~~Prepare the monthly payroll for approval~~

~~Prepare and submit tax and third party payments~~

~~Provide information to the Business for month end journals and internal reporting~~

~~Accurately process payroll for all employees including timesheet verification, tax setup and garnishments~~

~~Process employee changes including new hires, reviews, status changes, transfers and terminations~~

~~Support offices and field management with requests regarding financial or personal needs~~

~~Field requests from field, operations, and home office departments for data housed in Ultipro~~

~~Record and track 90 day and annual reviews~~

~~Track vacation for both hourly and salary employees~~

#### Qualifications for payroll processor

~~Must have strong Mathematical and Accounting aptitude~~

~~Ability to handle heavy workload on a daily basis~~

~~Must be deadline oriented with the ability to multi-task~~

~~Human Resources experience and/or Human Resources degree/coursework~~

~~5+ years of payroll experience in processing payroll, data entry, taxes (multi-state), garnishments, and year-end processing~~

~~Education — 4 years college degree or 10 years' experience and some college course work~~

~~Associates degree or comparable knowledge in payroll-related field~~

~~3+ years payroll processing experience with automated systems, (ADP, Ceridian, Paychecks, Pro Business, ) including report writing tools~~

~~Strong work ethic and ability to work well in a team environment~~

~~Accounting/Finance/Business Degree or related discipline is a must~~

~~Good knowledge of French is preferred~~

~~Advanced competency with Excel and Microsoft Office~~

~~Data entry and audit of employee pay data, direct deposit, W4, general deduction, additional pay entry~~

~~PeopleSoft Employee Pay Data processes, including general deductions, employee taxes and tax distribution and additional pay processing, Paysheet Entry and Reporting / Query tools~~

~~Proficient use of Microsoft Excel and Word~~

Payroll Coordinator, Finance

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Knowledge of payroll processes including data entry, pay calculations, tax and benefits  
Working knowledge of Union Contracts  
Experience in processing Payroll using Oracle PeopleSoft System

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## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 26, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: REFERRAL: Personnel and Pensions Subcommittees

---

Please see a series of attached job descriptions for a variety of positions within several departments, submitted by HR Director Tyron Harris.

Positions are

- Assistant Director of Parks and Rec
- Administrative Secretary II in the Fire Department
- Administrative Secretary III, Public Works

Please place this item on the Town Council agenda for the January 2, 2024 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

December 11, 2023

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Administrative Secretary II

Dear Mr. Martin:

Please see the attached job description for the Administrative Secretary II in the Fire department with a new title Fire Marshal Administrative Operations Coordinator.

Our Fire Chief and myself have reviewed the job description and salary band from surrounding towns Fire departments and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## POSITION DEFINITION:

Provides administrative assistance to the Fire Marshal's Office by performing a wide range of professional and technical duties leading to the effective operation of the division; and performs related work as required. Work is performed under general supervision where considerable independence is required.

## ESSENTIAL JOB FUNCTIONS:

- Advises division on budget problems, policies, and procedures and assists in maintaining proper budgetary controls. At the direction of the Division Head prepares the division budget reports and summaries.
- Acts as the primary administrative support staff to the Division Head. Receives assignments, tasks, duties, and functions from the Division Head.
- Handles information requests from the public and other agencies.
- Assists the division in implementing improvements, and in overall administration of the division.
- Prepares and develops statistical reports, spreadsheets, graphs, and related materials to track permits, fees collected, division operating budget, etc.
- Assists in the preparation of special studies on programs and procedures.
- Reviews and answers routine daily correspondence.
- Assists in performing routine professional and technical support of the online permitting system and fire and inspection systems.
- Tracks and assigns permits to respective parties.
- Researches information on various subjects related to Fire safety and prevention.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of modern public administration, preferably as it relates to local government.

- Knowledge of Municipal, State, and Federal Government powers and purpose.
- Knowledge of the basic principles of public financial management and statistical techniques.
- Comprehensive working knowledge of desktop products, word processors, desktop database managers, and electronic spreadsheets.

JOB QUALIFICATIONS:

- The required skills and knowledge would generally be acquired with an Associate Degree in Business Administration, Accounting, or a closely related field of study, and two years of increasingly responsible administrative office management experience.

The Administrative Secretary II job description has not been updated since 1987, and the role has evolved. Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Fire Marshal Administrative Operations Coordinator  
Administrative Secretary II **GRADE:** 48

**DEPARTMENT:** As Assigned Fire **DATE:**  
07/01/87-10/2023

### POSITION DEFINITION:

Provides administrative assistance to the Fire Marshal's Office by performing a wide range of professional and technical duties leading to the effective operation of the division; and performs related work as required. Work is performed under general supervision where considerable independence is required.  
Performs secretarial and administrative work of a complex, confidential and responsible nature in a major department.

### SUPERVISION RECEIVED:

Receives general supervision from the Fire Marshal.

### ESSENTIAL JOB FUNCTIONS:

#### GENERAL DUTIES:

- Advises division on budget problems, policies, and procedures and assists in maintaining proper budgetary controls. At the direction of the Division Head prepares the division budget reports and summaries.
- Acts as the primary administrative support staff to the Division Head. Receives assignments, tasks, duties, and functions from the Division Head.
- Handles information requests from the public and other agencies.
- Assists the division in implementing improvements, and in overall administration of the division.
- Prepares and develops statistical reports, spreadsheets, graphs, and related materials in order to track permits, fees collected, division operating budget, etc.
- Assists in the preparation of special studies on programs and procedures.
- Reviews and answers routine daily correspondence.
- Assists in the performance of routine professional and technical support of the online permitting system as well as fire and inspection systems.
- Tracks and assigns permits to respective parties.
- Researches information on a variety of subjects related to Fire safety and prevention.
- Serves as the liaison to the IT department for setting up office technology and onboarding new staff.
- Receives and records fees as well as prepares transmittal deposit forms.

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- Assists other Division support staff as needed.
- Meets the public and provides information on division operations.
- Maintains central inventory of division supplies. Contacts vendors for price quotes and orders supplies as needed.
- Assists in Public Education by coordinating all events and ensuring division presence.
- Assists in the administration of the Smoke and CO program by keeping track of inventory and installation. Schedules installations and inspections as needed.
- Maintains the schedule of the Fire Marshal and staff. Schedules both permit-related and fire safety inspections. Receives oral and written instructions from a department head.
  - Plans and organizes work according to established office or standard procedures.
  - Determines priority of work tasks.
  - Assigns work to permanent and temporary clerical staff.
  - Relieves supervisor of detail work.
  - Provides general information to public on department or town services, including regulatory, cultural, social, or recreational programs.
  - Provides technical or regulatory information to public and assists public in completing applications or in understanding regulations.
  - Observes strict confidentiality in establishing and maintaining restricted files and records.
  - Arranges meetings and schedules appointments for supervisor, and coordinates scheduling of field personnel where applicable.
  - Transmits and explains supervisor's directions to proper persons, and follow up for compliance, completeness, and conformance with deadlines.
  - Compiles and coordinates data for action by supervisor.
  - Types and transcribes letters, reports, and meeting minutes from rough draft, shorthand notes, or transcription equipment.
  - Composes and types routing correspondence and reports.
  - Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office as possible.
  - Types statistical and narrative reports of some complexity.
  - Performs special assignments, studies, and routine administrative functions as directed.
  - Assists in the preparation of department budget by compiling information and typing budget proposals.
  - Receives and records fees.
  - Provides secretarial services to departmental staff as required.
  - Reports work accomplished to supervisor.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

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- Knowledge of the principles and practices of modern public administration, preferably as it relates to local government.
- Knowledge of Municipal, State, and Federal Government powers and purpose.
- Knowledge of the basic principles of public financial management and statistical techniques.
- Comprehensive working knowledge of desktop products, word processors, desktop database managers, and electronic spreadsheets.
- Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Ability to establish and maintain effective working relationships with municipal officials, department directors, employees, and the general public.
- Ability to learn operational objectives, methods, and procedures of the Division.
- Ability to analyze and interpret policies and procedures.
- Ability to make decisions in accordance with rules, regulations, and ordinances, covering the department.
- Ability to establish and maintain highly effective working relationships with employees, managers, elected and appointed officials, staff, community and business leaders, the media and others encountered in the course of work.

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#### **ADDITIONAL DUTIES:**

- ~~Develops and maintains confidential and complex records and files.~~
- ~~Maintains purchasing, personnel, or other administrative records.~~

#### **SUPERVISED BY:**

- Receives general supervision from a department head.

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#### **QUALIFICATIONS PROFILE:**

- ~~The skills and knowledge required would generally be acquired with a high school education with course work in Business English, and Commercial Arithmetic with three years of increasingly responsible secretarial or office administrative work.~~
- ~~Ability to acquire working knowledge of regulations and legal requirements of assigned department activities.~~
- ~~Ability to type with speed and accuracy, from shorthand notes or dictation equipment and long hand notes.~~
- ~~Ability to accurately process large amount of paperwork.~~
- ~~Ability to maintain complex files and record systems.~~
- ~~Ability to perform basic mathematical calculations.~~
- ~~Ability to compose correspondence and reports.~~
- ~~Ability to collect and organize data.~~
- ~~Ability to assist public in properly completing applications.~~
- ~~Ability to relate positively to staff members, city officials, and the general public.~~
- ~~Ability to transmit information to public in a clear and concise manner.~~
- ~~Ability to operate office equipment, and to learn to operate data and word processing equipment.~~

**LICENSE OR CERTIFICATE:**

Not applicable.

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**PHYSICAL AND MENTAL EFFORTS 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.
- Work requires the ability to push, lift, pull, and carry up to 20 pounds.
- A public address system is used in the Fire Department and this position requires the ability to work with the noise levels associated with a working fire station.

**JOB QUALIFICATIONS:**

The required skills and knowledge would generally be acquired with an Associate Degree in Business Administration, Accounting, or a closely related field of study, and two years of increasingly responsible administrative office management experience.

**EEO/AA Statement**

- 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.

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

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

December 11, 2023

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Administrative Secretary III Public Works

Dear Mr. Martin:

Please see the attached job description for the Administrative Secretary III, Public Works.

Our Public Works Director and I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## **POSITION DEFINITION:**

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department. Exercises judgment in selecting and applying established procedures correctly and determining when to refer situations. Requires the ability to make complex decisions related to administrative support functions. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses.

## **GENERAL DUTIES:**

- Prepares Highway contract renewals for snow plowing.
- Input, monitor, and follow all catch basins, potholes, street sweeping, and other highway-related claims tracking through the Q-Alert system.
- Submit mailbox complaints and provide refunds to residents as necessary
- Assists in preparing department budget by compiling information and typing budget proposals.
- Types and transcribes letters, reports, and meeting minutes from rough drafts, shorthand notes, or transcription equipment.
- Provides secretarial services to assigned boards or commissions as required.
- Tracks training for all 1174 members. Enters all certificates and specialized training as needed. Coordinates training with OSHA and Risk Management.
- Composes and types routine correspondence and reports.
- Schedules evictions daily with Marshal's. Holds Town auctions twice a month for evicted parties. Keeps track of monies for all evictions and auctions.
- Communicates with emergency radio with police dispatch daily (examples)
- Dispatches utility for dead animals
- Stop signs for automobile accidents

## **QUALIFICATIONS PROFILE:**

- Education: High school graduate or equivalent, preferably with business/secretarial training beyond high school. Skills and Experience: Three or more years of related experience. Secretarial/office experience preferred. Computer skills and ability to pass standard typing test required. May be tested on appropriate computer skills as required. Keyboarding speed (wpm)

may be required as appropriate to job duties. Shorthand and Dictaphone experience may be required.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of their current classification and (b) the change in their duties are so substantial that the position in question is of a different classification than their current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Administrative Secretary III [Public Works](#) **GRADE:** ~~6~~ to ~~7~~ -6

**DEPARTMENT:** ~~As Assigned~~ [Public Works](#) **DATE:**  
~~07/01/87~~ [1/28/2024](#)

### POSITION DEFINITION:

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department. ~~Exercises judgment in selecting and applying established procedures correctly, and in~~ and determining when to refer situations. Requires the ability to make complex decisions related to administrative support functions. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses.

### GENERAL DUTIES:

- Receives oral and written instructions from a department head.
- Plans and organizes work according to established office or standard procedures.
- Determines priority of work tasks.
- Assigns work to clerical staff or ~~to~~ temporary staff.
- Relieves supervisor of office administrative detail work.
- Compiles and coordinates data for action by supervisor.
- Prepares statistical and narrative reports of some complexity.
- ~~Transmits and explains supervisor's directions to proper persons, and follows up to assure compliance, completeness and follow up to ensure compliance, completeness,~~ and conformance with deadlines.
- [Prepares Highway contract renewals for snow plowing.](#)
- ~~Input, monitor and follow all catch basin, pothole, street sweeping and other highway related, and follow all catch basin, pothole, street sweeping, and other highway-related claims tracking through-,~~ and follow all catch basins, potholes, street sweeping, and other highway-related claims tracking through the [Q-Alert system.](#)
- [Submit mailbox complaints and provide refunds to residents as necessary](#)
- ~~Assists in the preparation of department budget by compiling information, preparing department budget by gathering information,~~
- [Assisted in preparing the department budget by compiling information](#) and typing budget proposals.
- Types and transcribes letters, reports, and meeting minutes from rough ~~draft~~ drafts, shorthand notes, or transcription equipment.
- Provides secretarial services to assigned boards or commissions as required.
- [Tracks training for all 1174 members. Enters all certificates and specialized training as needed. Coordinates training with OSHA and Risk Management.](#)
- Composes and types routine correspondence and reports.

- Schedules evictions on a daily basis with Marshal's basis with Marshal. Holds Town auctions twice a month for evicted parties. Keeps track of monies for all evictions and auctions.
- Communicates with emergency radio with police dispatch on a daily basis (examples)
- Dispatches utility for dead animals
- Stop signs for automobile accidents
- Traffic light outages
- Dispatches salt truck for emergency areas during winter storms, inclement weather and road trucks for emergency areas during winter storms, inclement weather, and road trucks for emergency areas during winter storms, inclement weather, and road spills.
- Downed trees and limbs.
- Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office/person as possible.
- Arranges meetings and schedules appointments for Arrange meetings and schedule appointments for the supervisor.
- Maintains the running record of line item accounts.
- Prepares and process-processes purchase orders.
- Performs special assignments, studies, and routine administrative functions as directed.
- Meets the public and provides information on subjects such as department or town services.
- Responsible for processing work orders for specific town events
- Staff backup support for Payroll for 5 Departments, street light entering. Cemetery deeds, and waste services support.
- Assists— with updating of manuals, handbooks manuals, handbooks, and brochures.
- Works at Municipal events to educate hundreds of residents on how to appropriately recycle thus acquiring a reduction in costs for the Town municipal events to inform hundreds of residents on how to recycle, thus reducing costs for the town appropriately.
- Receives and records fees.
- Performs related bookkeeping functions.
- Reports work accomplished to supervisor.

#### **ADDITIONAL DUTIES:**

- Organizes and prepares materials for publication such as administrative regulations, position announcements, examination procedures, program guides, and activity schedules.
- Maintains inventory of office supplies, materials, and equipment.
- Develops and maintains confidential and complex records and files.
- Maintains department purchasing, personnel, or other administrative records.

### **SUPERVISED BY:**

- ~~Receives general supervision from a department head-Director of Public Works.~~
- Receives assignments from and maintains close working relationships with the Public Works Director, Asst. Public Works Director and Public Works. Works independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, town ordinances and codes, and departmental policies

### **QUALIFICATIONS PROFILE:**

- ~~The skills and knowledge required would generally be acquired with a high school education with course work in Business English, and Commercial Arithmetic with four years of progressively responsible secretarial or office administrative work, or in lieu thereof and Commercial Arithmetic with four years of progressively responsible secretarial or office administrative work, or in lieu thereof, an Associate's degree in Secretarial Science and two years of progressively responsible secretarial or office administration work.~~
- Education: High school graduate or equivalent, preferably with business/secretarial training beyond high school. Skills and Experience: Three or more years'-years of related experience. seeretarialSecretarial/office experience preferred. Computer skills and ability to pass standard typing test required. May be tested on appropriate computer skills as requiredneeded. Keyboarding speed (wpm) may be required as appropriate to job duties. Shorthand and/orand Dictaphone experience may be required.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence and, reports, etc. in shorthand.
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to accurately process large amount-amounts of paperwork. Accurately and efficiently.
- Ability to supervise.
- Ability to relate positively to those contacted.
- Ability to learn to operate data and word processing equipment.
- Ability to compile data as requested.
- Ability to acquire a working knowledge of the functions and responsibilities of the department.
- Ability to perform basic bookkeeping skills.
- Ability to supervise clerical staff and operations.

### **LICENSE OR CERTIFICATE:**

- Municipal or other government experience preferred.
- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized record keeping and file management applications including Microsoft Office required

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Not applicable.

**EEO/AA Statement**

- 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.

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

CONNOR S. MARTIN  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

January 2<sup>nd</sup> 2024

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Librarian II

Dear Mr. Martin:

Please see the attached job description for the Librarian II. We've taken functions from the Librarian 2 (Head of Children's and Teen Services) and Librarian 2 (Reference & Cultural Assets Adult Services) job descriptions and created one Librarian II, as this is a common practice in surrounding towns.

I have provided both job descriptions and a clean version for your reference.

## **GENERAL DESCRIPTION:**

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library.

## **ESSENTIAL JOB FUNCTIONS:**

- Establishes task priorities within the working unit.
- Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- Coordinates program schedule. Develops and conducts programs.
- Initiates and maintains community partnerships.
- Supports collection management functions, including materials selection and weeding.
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.
- Opens and closes library buildings according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.

## **ADDITIONAL JOB FUNCTIONS:**

- Assumes responsibility for the library in the absence of the Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

## **JOB QUALIFICATIONS**

- Master's Degree in Library Science, including coursework in specialty, and three years of library experience, including one year of supervisory experience or equivalent experience.

The Librarian II job description has not been updated since 2010, and the role has evolved. I have created the attached description based on the responsibilities. Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris  
Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Librarian II - Reference Librarian/Cultural Assets Manager **GRADE:** 7

**DEPARTMENT:** Library \_\_\_\_\_ **DATE:**  
03/13/2013 12:28:23

### GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library. ~~Plans, organizes, and supervises the services and activities of the reference services division, including reference, community outreach programs and interlibrary loans and overseeing the management of East Hartford's cultural assets.~~

~~Independently performs a full range of duties involving the interpretation, conservation and exhibition of small and major historical museum collections. Performs professional library services in assisting library patrons in the selection and use of library materials.~~

### ESSENTIAL JOB FUNCTIONS:

- ~~Receives oral or written directions from the Library Director.~~
- ~~Plans work according to established library schedule or standard procedures.~~
- Establishes tasks priorities within working unit.
- ~~Assigns regular and daily tasks to library assistants and clerks.~~
- Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- ~~Assists in near term and long range planning of library services~~
- Coordinates program schedule. Develops and conducts programs.
- Initiates and maintains community partnerships.
- ~~Develops reading, reference, and research materials through selection and purchase of books, materials and equipment.~~
- ~~Maintains reference collections, periodicals, and coordinates activities with branch librarians to assure currency of materials.~~
- ~~Coordinates interlibrary loan program.~~
- Supports collection management functions, including materials selection and weeding.
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.
- ~~Promotes interest in library as a community resource by visiting and speaking to school, civic, cultural and social organizations.~~
- ~~Oversees and prepares materials to promote library services.~~
- ~~Plans and organizes special programs involving the use of library resources.~~
- ~~Prepares brochures, new releases, bulletins, posters and other public relations materials to promote library services~~
- ~~Recommends the employment, promotion and retention of employees within division.~~
- ~~Regularly evaluates performance of staff members.~~

- ~~Provides supervision and training to professional staff, library assistants, clerks, and part-time employees.~~
- Opens and closes library building according to security procedures.
- ~~Prepares statistical and narrative reports of some complexity for the Director.~~ regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.
- ~~Opens and closes library building according to security procedures.~~
- Reports ~~achievement of goals to Director~~ goals achieved to the Director.
- ~~Performs research required for exhibition of cultural assets such as preparation of bibliographies or compilation of biographical information;~~
  
- ~~Abstracts or summarizes historical sources materials relating to museum collections or exhibits; determines need for restoration work and prioritizes work, monitoring progress of contractors or preservation specialists engaged in repair or restoration of historic structures and museum artifacts;~~
- ~~Accessions, registers and catalogs collection items and new acquisitions; organizes public educational programs such as school trips, tours, lectures and workshops to facilitate the public understanding of the collections;~~
- ~~Prepares correspondence to interested groups and individuals concerning collections or exhibits; speaks before groups concerning museum and its collection;~~
- ~~Identifies private and public sector grants and prepare grant applications for funding; seeks out individual sponsorships;~~
- ~~Completes and maintains inventory of historical property and equipment; maintains master log and other computer record systems;~~
- ~~Plans, designs and oversees collection exhibits;~~
- ~~Assists in the development of brochures, newsletter, guides and publications; leads fundraising efforts by writing articles and publicity materials or attending civic meetings; oversees the creation and maintenance of the Cultural Assets Website;~~
- ~~Establishes working relationships with funding sources, community groups, business community, government officials, and donors; networks throughout the local region to build up contacts to share information and resources and possible cost sharing partnerships and multi-site exhibitions and events;~~
- ~~Performs related work as required.~~

### **ADDITIONAL JOB FUNCTIONS:**

- Assumes responsibility for direction of the library in the absence of the Assistant Director and Director.
- ~~Examines professional publications and other sources for selection of books, periodicals, and other materials.~~
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

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

- ~~Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.~~
- ~~Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.~~

- ~~A working knowledge of computer applications for library services desirable.~~
- ~~Ability to work effectively with library staff and library patrons.~~
- ~~Ability to relate to students.~~
- ~~Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, and PC applications.~~
- ~~Considerable knowledge of American history with particular reference to social, cultural and technological trends as reflected in museum collections and themes;~~
- ~~Considerable knowledge of methods used in cataloging, preservation, restoration and storage of historic collections;~~
- ~~Knowledge of basic research materials; substantial interpersonal skills; considerable oral and written communications skills;~~
- ~~Considerable ability to perform historic research;~~
- ~~Considerable ability to prepare exhibits of museum collections; ability to utilize computer software;~~
- A well-developed knowledge of the principles and practices of library work related to assigned area of expertise such as adult, children's, teen, or technology
- Ability to apply principles of library science to solve practical problems
- Ability to keep current with new technologies and methods
- Substantial knowledge of computer applications, including integrated library systems
- Ability to work effectively with library staff, community stakeholders, and the general public
- Knowledge of basic research materials, print and electronic
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations
- Knowledge of the principles and practices of public library administration.
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Spanish-language fluency desirable

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

- ~~Works in office setting subject to continuous interruptions and background noise.~~
- ~~Includes exposure to video display terminals on a daily basis.~~
- ~~Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.~~
  - Work is performed under the supervision of a library administrator in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.
  - Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able

to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

- May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.
- May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

### **JOB QUALIFICATIONS**

- Master's Degree in Library Science, including coursework in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.
- ~~Master's Degree in Library Science from an accredited college, and three years of progressively responsible public Library experience.~~

### **LICENSING REQUIREMENTS:**

None

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

## TOWN OF EAST HARTFORD

**TITLE:** Librarian II – Children’s Librarian

**GRADE:** 7

**DEPARTMENT:** Library

**DATE:**

~~9/7/10~~12.28.23

### **GENERAL DESCRIPTION:**

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library. ~~Plans, organizes, and supervises library program for pre-school, elementary, and young adult library users. Performs professional library services in assisting library patrons in the selection and use of library materials.~~

### **ESSENTIAL JOB FUNCTIONS:**

- ~~• Receives oral or written directions from the Library Director.~~
- Establishes task priorities within working unit.
- ~~• Plans and organizes work according to season of year, special events, and regular library schedule.~~
- Assigns work to library technical assistants, clerks and support staff. Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- ~~• Develops and conducts programs for children and young adults to encourage reading, viewing and listening skills, and to use library facilities and materials.~~Coordinates program schedule. Develops and conducts programs.
- ~~• Examines professional publications and other sources for selection of books, periodicals, and related materials.~~
- ~~• Helps build collection of books, periodicals, and communication materials through consultation with Director, staff members, and independent selection.~~
- Initiates and maintains community partnerships.
- Supports collection management functions, including materials selection and weeding.
- ~~• Assembles and arranges displays of books and other materials.~~
- ~~• Oversees the transfer of information in processing circulation, registrations, overdues and billings.~~
- ~~• Develops brochures, booklets, and newsletters to publicize the services and resources of the library.~~
- ~~• Prepares reading lists for school and community distribution~~
- ~~• Provides training and supervision to library assistants, clerks, and volunteers.~~
- ~~• Participates in the selections and evaluation of library support staff.~~
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.

- Opens and closes library building according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.
- Reports goals achieved to the Director.

### **ADDITIONAL JOB FUNCTIONS:**

- ~~Organizes programs and activities with school librarians, teachers, parent's groups, and community organizations.~~
- ~~Conducts story-telling programs for pre-school children.~~
- ~~Arranges programs using volunteers, artists, and others.~~
- Assumes responsibility for library in absence of Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

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

- ~~Artistic skills used in creating posters, displays, etc. highly desirable.~~
- A well-developed knowledge of the principles and practices of library work related to assigned area of expertise such as adult, children's, teen, or technology.
- Ability to apply principles of library science to solve practical problems.
- Ability to keep current with new technologies and methods.
- Substantial knowledge of computer applications, including integrated library systems
- ~~Ability to relate and interact with school and cultural organizations needed.~~
- ~~Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.~~
- Ability to work effectively with library staff, community stakeholders, and the general public. and patrons.
- Knowledge of basic research materials, print and electronic
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations
- Knowledge of the principles and practices of public library administration
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Spanish-language fluency desirable
- ~~Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, PC applications, Kids Cat, and Macintosh computer.~~

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

- ~~Works in office setting subject to continuous interruptions and background noise.~~
- ~~Includes exposure to video display terminals on a daily basis.~~
- ~~Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.~~

- Work is performed under the supervision of a library administrator in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.
- Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.
- May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.
- May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

### **JOB QUALIFICATIONS**

- Master's Degree in Library Science, including course work in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.

### **LICENSING REQUIREMENTS:**

None

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

## **TOWN OF EAST HARTFORD**

**TITLE:** Librarian 2                      **GRADE: 7**

**DEPARTMENT:** Library

**DATE: 12/28/23**

### **GENERAL DESCRIPTION:**

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library.

### **ESSENTIAL JOB FUNCTIONS:**

- Establishes task priorities within working unit.
- Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- Coordinates program schedule. Develops and conducts programs.
- Initiates and maintains community partnerships.
- Supports collection management functions, including materials selection and weeding.
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.
- Opens and closes library building according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.
- Reports goals achieved to the Director.

### **ADDITIONAL JOB FUNCTIONS:**

- Assumes responsibility for library in absence of Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

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

- A well-developed knowledge of the principles and practices of library work related to assigned area of expertise such as adult, children's, teen, or technology
- Ability to apply principles of library science to solve practical problems
- Ability to keep current with new technologies and methods
- Substantial knowledge of computer applications, including integrated library systems
- Ability to work effectively with library staff, community stakeholders, and the general public
- Knowledge of basic research materials, print and electronic
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations

- Knowledge of the principles and practices of public library administration.
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Spanish-language fluency desirable

**PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

Work is performed under the supervision of a library administrator in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

**JOB QUALIFICATIONS**

- Master’s Degree in Library Science, including course work in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.

**LICENSING REQUIREMENTS:**

None

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 19, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: REFERRAL: Personnel and Pensions Subcommittees

---

Please see attached revised job descriptions for the Administrative Clerk III at the East Hartford Police Department, and Administrative Clerk II at the East Hartford Fire Department, submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the February 6, 2024 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

CONNOR S. MARTIN  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

January 19, 2024

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Administrative Clerk II

Dear Mr. Martin:

Please see the attached job description for the Administrative Clerk II-Fire.

I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## **POSITION DEFINITION:**

Performs secretarial and administrative work of a complex, confidential, and responsible nature for the fire department. Receives information from internal and external customers and processes appropriately based on knowledge of fire department programs and procedures.

## **ESSENTIAL JOB FUNCTIONS:**

- Observes strict confidentiality in establishing and maintaining restricted files and records.
- Processes Electronic Patient Care Reporting requests for the Chief Medical Officer & Assistant Medical Officer.
- Perform payroll processing in the absence of the Fire Payroll Administrator.
- Assists the Fire Department with creating content, including press releases and website updates.
- Processes employee reimbursements for purchases made by employees.
- Maintains computer spreadsheets that show each vendor's up-to-date vendor information and payment history.
- Receives quotes and contracts from outside vendors regarding purchasing supplies and services.
- Gathers and completes Purchase Order Payment Request Form information, which is forwarded to the Finance Department to issue payments.
- Assist in the onboarding process for new hires
- Plan in-house or off-site activities, like parties, celebrations, and training materials for the Fire Academy.
- Gathers, orders, and distributes office supplies to all fire department divisions and maintains office equipment.
- Greets the public, determines the purpose of each person's visit, and directs the individual to the appropriate location.

- Assists in the preparation of department budget by compiling information and typing budget proposals.
- Transmits requested files, materials, or information to appropriate receiving agents.
- Arrange Meetings and schedule appointments for supervisor, and coordinates the scheduling of field personnel where applicable.
- Transmits and explains supervisor's directions to proper persons, and follows up for compliance, completeness, and conformance with deadlines.
- Compiles complex statistical and narrative reports.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of their current classification and (b) the change in their duties are so substantial that the position in question is of a different classification than their current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*



- Receives quotes and contracts from outside vendors regarding the purchasing of supplies and services.
- Gathers and completes Purchase Order Payment Request Form information which is forwarded to the Finance Department for the issuing of payments.
- Assist in the onboarding process for new hires
- Plan in-house or off-site activities, like parties, celebrations and training materials for the Fire Academy.
- Gathers, orders and distributes office supplies to all fire department divisions maintains office equipment.
- Greets the public and determines the purpose of each person's visit and directs the individual to the appropriate location.

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- Assists in the preparation of department budget by compiling information and typing budget proposals.
- Transmits requested files, materials, or related information to appropriate receiving agents.
- Arranges/Arrange meetings and schedules appointments for supervisor, and coordinates the scheduling of field personnel where applicable.
- Transmits and explains supervisor's directions to proper persons, and followfollows up for compliance, completeness, and conformance with deadlines.
- Receives and records fees.
- Compilesompile statistical and narrative reports of some complexity.
- Maintains limited financial records for a department or a unit.
- Types letters, cards, reports, or forms from prepared material or rough copy.
- Composes and types routine letters or reports for review and signature by the supervisor.
- Prepares requisitions for materials and supplies.
- Performs arithmetical computations as required.
- Reports work accomplished to supervisor.

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#### ADDITIONAL ADDITIONAL DUTIES JOB FUNCTION:

- Performs general receptionist duties.
- Screens telephone calls or greets visitors, ascertains nature of ~~business~~business, and refers to the appropriate office as possible.
- Develops and maintains confidential and complex records and files.
- Maintains purchasing, personnel, or other administrative records.
- Maintains inventory of office and department materials and supplies.
- MaintainsMaintains accurate information on the department webpage and social media platforms
- Maintains office petty cash fund.
- OperatesOperates office equipment such as calculators, photocopying machines, collators, and mailing equipment.
- Performs-Performs special assignments, studies, and routine administrative functions as directed.
- Temporarily relieves other r-office staff asoffice staff as needed.

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Administrative Clerk II – Fire Department

~~• Provides~~ need requires.

• ~~Provides~~ provides secretarial services to departmental staff as required.

• Performs related tasks as required.

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#### SUPERVISED BY:

~~• Receives immediate supervision from an assigned supervisor or department head.~~

#### QUALIFICATIONS PROFILE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

~~• The skills and knowledge required would generally be acquired with a high school education, and two years experience in general office work.~~

• ~~Knowledge~~ Knowledge of basic office procedures, including filing, scheduling, posting, and basic bookkeeping.

• Ability to follow written and oral instructions.

• Ability to acquire a working knowledge of laws, regulations, and procedures pertaining to the mission of the assigned department.

• Ability to acquire working knowledge, including posting and maintaining accurate and timely information on ~~webpages~~ web pages, and social media platforms.

• Ability to collect and organize data.

• Ability to type accurately.

• Ability to acquire the skill to accurately operate data programs and word processing equipment.

• Ability to maintain accurate files and records.

• Ability to add, subtract, multiply, and divide all units to measure.

•

• Ability to deal cooperatively and effectively with others.

• Ability to transmit information to the public in a clear and concise manner.

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#### LICENSE OR CERTIFICATE:

Not applicable.

#### TOOLS AND EQUIPMENT USED

~~Computer, calculator, typewriter, copy machine, and other standard office equipment.~~

#### PHYSICAL AND MENTAL DEMAND 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.

• Work requires the ability to push, lift, pull, and carry up to 20 pounds.

• Ability to operate equipment requiring eye and hand coordination.

• A public address system is used in the Fire Department and this position requires the ability to work with the noise levels associated with a working fire station.

Administrative Clerk II – Fire Department

The physical demands described here are representative of those that must be met by an employee 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, talk, and listen. The employee is occasionally required to walk; use hands to finger, handle, or operate office equipment; and reach with hands and arms. The employee must occasionally lift and/or move up to 120 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be able to read and interpret departmental documents and write routine reports and business correspondence. This position requires the ability to apply common sense understanding to carry out instructions furnished in written or oral form and the ability to deal with problems including several 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.

The work is conducted in typical office working conditions with virtually no disagreeable features. The noise level in the work environment is generally quiet.

### JOB QUALIFICATIONS:

The skills and knowledge required would generally be acquired with a high school education and two years of experience in general office work.

### 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.

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

### EEO/AA Statement

- 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.

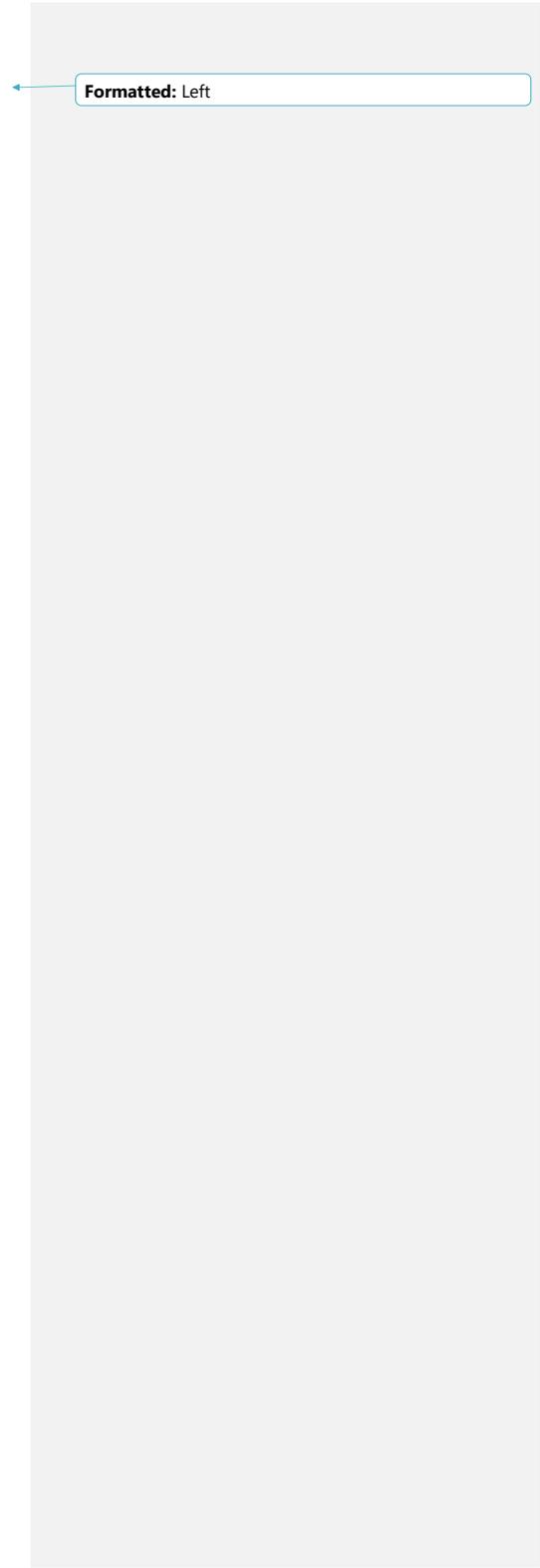
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CONNOR S. MARTIN  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

January 19, 2024

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Administrative Clerk III- Accounts Payable

Dear Mr. Martin:

Please see the attached job description for the Administrative Clerk III- Police.

I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## **POSITION DEFINITION:**

Performs office administrative and general clerical work of some complexity and variety; and specialized financial clerical administrative work in the Support Service Bureau. Provides information to town departments, public, and staff members, requiring a knowledge of department programs and procedures.

## **GENERAL DUTIES:**

- Receives oral and written instructions from the supervisor.
- Plans work according to established office or standard procedures.
- Establishes priorities within work assignments.
- Supports all Police Department Bureaus with purchases requiring knowledge of each Bureaus operational needs.
- Communicates and works collaboratively with all Town Departments regarding Police Departments' Budget Issues.
- Communicates and works collaboratively with outside vendors, including sales teams and customer Finance Departments.
- Requests W-9 Forms from Vendors when needed.
- Receives quotes and contracts from outside vendors regarding the purchasing of supplies and services.
- Completes Quarterly Budget Reports required by the State of Connecticut.
- Prepares financial records and financial reports for Bi-weekly Budget Meeting with Command Staff.
- Works with Police Command Staff, putting together each FY Budget Proposals and maintains the approved Police Budget once approved by the Town Council.
- Submits and records Beginning Budget Blanket Purchase Order information.
- Processes and records all Capital Improvement vehicle purchases and related documentation.
- Runs weekly Flexible Earnings Reports and forwards the information to the Command Staff.
- Runs weekly Year to Date Budget Reports which are forwarded to the Command Staff for review.

## **QUALIFICATIONS PROFILE:**

- The skills and knowledge required would generally be acquired with a high school education, and three years experience in general office work.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of their current classification and (b) the change in their duties are so substantial that the position in question is of a different classification than their current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*



- Communicates and works collaboratively with East Hartford Purchasing Department when submitting information required for the issuing of Purchase Orders.
- Works with other Town Departments compiling and submitting information for joint purchases that require monies from other Departments budgets. (Ex. Fire Department)
- Gathers and enters Requisition information into Munis which is forwarded to the Purchasing Department for approval.
- Gathers and completes Purchase Order Payment Request Form information which is forwarded to the Finance Department for the issuing of payments.
- Processes employee reimbursements for purchases made by employees.
- Collects and views vendor Monthly Statements received by electronically and by mail.
- Receives invoices in mail and organizes information for payment processing.
- Organizes, Copies and scans payment request information which is presented to the Support Services Bureau Lieutenant for approval.
- Organizes and sends approved/signed Payment Requests to Finance through Inter-Office mail.
- Responsible for timely submission of monthly payment obligations of the Police Department.
- Works with Police Command Staff putting together each FY Budget Proposals and maintains the approved Police Budget once approved by the Town Council.
- Submits and records Beginning Budget Blanket Purchase Order information.
- Processes and records all Capital Improvement vehicle purchases and related documentation.
- Runs weekly Flexible Earnings Reports and forwards the information to the Command Staff.
- Runs weekly Year to Date Budget Reports which are forwarded to the Command Staff for review.
- Completes Budget Detail Reports and spreadsheets and forwards the information weekly to the Command Staff.
- Maintains computer spreadsheets which shows the up to date vendor information and payment history of each vendor.
- Runs various Munis Reports for meetings and daily operational needs.
- ~~Receives, classifies and processes criminal activity information to Career Criminal unit.~~
- ~~Coordinates police activity statistics for reports to Mayor's Office, State Police, State Attorney and the Federal Bureau of Investigation.~~
- ~~Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to assure fingerprint data and classification information is properly recorded.~~

- ~~Enters and retrieves information into and from State Police "Collect System" by computer terminal.~~
- ~~Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.~~
- ~~Receives, processes and transmits by teletype, information on missing persons, stolen cars and stolen car plates.~~
- **Develops and maintains filing systems as needed.**
- ~~As assigned, maintains unit attendance and leave records.~~
- ~~Provides information and referral services to public regarding unit programs and procedures.~~
- ~~Maintains schedule and appointment information for detective employees.~~
- ~~Prepares and types statistical information and reports.~~
- ~~Organizes, types and collates major case summaries in book form.~~
- ~~Types correspondence, narrative reports and documents from rough draft.~~
- ~~Observes strict confidentiality in maintaining restricted files and records.~~
- ~~Prepares file information for review by a supervisor or an approved administrator.~~
- **Reports work accomplished to Supervisor.**

#### **ADDITIONAL DUTIES:**

- **Enters and retrieves information in an electronic filing machine by computer terminal.**
- **Operates office equipment such as calculators, photocopying machines, collators, and mailing equipment.**
- ~~Temporarily relieves other office staff as need requires.~~
- **Performs related tasks as required.**

#### **SUPERVISED BY:**

Receives general supervision from an assigned Supervisor.

#### **QUALIFICATIONS PROFILE:**

- **The skills and knowledge required would generally be acquired with a high school education, and three years experience in general office work.**
- **Ability to acquire a working knowledge of department programs, policies and procedures.**
- **Ability to apply common sense understanding to carry out instructions furnished in oral, written or schedule form.**
- **Ability to add, subtract, multiply and divide all units to measure.**
- **Ability to perform routine bookkeeping in monitoring an operating budget.**
- **Ability to type accurately.**
- **Ability to acquire skill to operate data and word processing equipment.**
- **Ability to deal cooperatively and effectively with others.**

#### **LICENSE OR CERTIFICATE:**

Administrative Clerk III, [Accounts Payable](#), Police

**Not applicable.**

**EEO/AA Statement**

- 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.

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