

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

October 12, 2023

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Thursday October 12, 2023 5:30 pm CCC 111/Microsoft Teams

This meeting is accessible through "Microsoft Teams" 1 929-235-8441

Conference ID: 910 671 822# **or** [Click here to join the meeting](#)

AGENDA

1. CALL TO ORDER
 2. APPROVAL OF MINUTES
 - A. September 26, 2023
 3. OPPORTUNITY FOR RESIDENTS TO SPEAK
 4. OLD BUSINESS
 5. NEW BUSINESS
 - A. Proposed Revisions to Job Description and Title for Position of Fire Services Technician Heavy Mechanic
 - B. Proposed Revisions to Job Description and Title for Position of Senior Secretary to the Mayor
 6. ADJOURNMENT
- C: Town Council
Mayor Walsh
Tyron Harris, Human Resources Director
Melissa McCaw, CAO and Finance Director
Connor Martin, Chief of Staff
Ekaterine Tchelidze, Communications Specialist

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

September 26, 2023

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 5:31 pm

APPROVAL OF MINUTES

September 5, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the September 14, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Director Harris shared that as a number of positions have been provided to the committee for review with a number still to come, Human Resources plans to provide an updated organizational chart for the Committee ahead of their next meeting which shows a full list of pay grade changes by department.

Proposed Revision of Job Description and Pay Grade Increase for Administrative Clerk III (Police Department)

The director shared that the job description for Administrative Clerk III has not been updated for some time, and upon review, it was confirmed that the person currently in the role is performing a number of duties that were not listed as the responsibilities have increased and evolved over time. Additional responsibilities that have been added to the job description include:

- Coordination of Police Department activity statistics and reports
- Assistance in drafting and coordination of Operation Plans
- Response to Freedom of Information requests
- Assistance with requisitions and financial reporting in the absence of the Accounts Payable Clerk

The director shared that after a review of the position's pay grade, the role was under-market relative to other municipalities, so the recommendation is to increase pay from Grade 4 (salary range \$40,975-\$49,801 for FY23-24) to Grade 5 (\$43,597-\$52,992).

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision of Job Description and Pay Grade Increase for Administrative Clerk III in the Police Department, dated April 30, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Proposed Revision of Job Description, Pay Grade Increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)

The Director stated that this particular position has evolved to more specific needs of the Police Department that are focused on report processing, vendor relations, and inventory. Duties added to the job description provided include:

- Coordinating police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintenance of the criminal information system, alarm registrations, and fingerprint files as required by the department
- Various record-keeping and reporting duties
- Inventory maintenance of various office supplies, uniforms, and safety equipment

Upon review, the director also recommended that the job description include the requirement for National Crime Information Center (NCIC) certification.

The director stated that to better reflect the specific duties as described, the inclusion of "Quartermaster" to the job title was made to more accurately define the position. In addition, similar to the job description discussed previously at tonight's meeting, a pay grade increase for this role is also recommended.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to recommend the Town Council accept the Proposed Revision of Job Description, Pay Grade Increase and Change in Title for the previously titled position of "Administrative Clerk III" to "Administrative Clerk III- Quartermaster" in the Police Department, dated August 31, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
Seconded by Harry Amadasun

to **adjourn** (5:45 pm)

Motion carried 3/0

C: Town Council
Mayor Walsh
Tyron Harris, Human Resources Director
Scott Sansom, Chief of Police



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 20, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Personnel and Pensions Subcommittee *mpw*

Please see the attached job description for Fire Services Technician Heavy Mechanic. The new title will be Assistant Master Mechanic.

Please place this item on the Town Council agenda for the October 3, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M. McCaw, Finance Director
K. Munson, Fire Chief.

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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September 20, 2023

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

Re Fire Services Technician Heavy Mechanic

Dear Mr. Walsh:

Please see the attached job description for Fire Services Technician Heavy Mechanic. The new title will be Assistant Master Mechanic.

Over the last several months, we have cooperatively engaged Local 1548 in conversations to upgrade the job descriptions of our maintenance personnel. We researched many other communities and sought out best practices. Included in the attached draft are the changes which will position us for the future. There is no financial impact, this simply adjusts the essential job functions and desired qualifications to align the position with contemporary standards of work for heavy equipment mechanics.

Some of the changes are listed below:

- Skill in welding and in the care and use of skilled mechanics tools employed in all phases of vehicle and equipment repair.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (department will provide required training).
- Preference will be given to those who are certified Firefighter I/II.
- Selected individuals should meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, - Chapter 5 Emergency Vehicle Technician II within one year of appointment.
- ASE certification preferred but not required.

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

Tyron V. Harris

Human Resources Director

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TOWN OF EAST HARTFORD

TITLE: ~~Fire Service Technician-Heavy Mechanic~~Assistant Master Mechanic
Grade: 67

DEPARTMENT: Fire
Draft 10/1/2023

Date:

POSITION DEFINITION:

Under general supervision of the ~~Superintendent of Maintenance~~Master Mechanic, performs major and minor repairs and adjustments to all types of fire apparatus and equipment.

ESSENTIAL JOB FUNCTIONS:

- Overhauls, repairs, and maintains all department apparatus, light fleet vehicles, pumps, equipment, and tools.
- Tests and repairs fire hose, aerial ladders, ground ladders, SCBA, and other emergency tools and equipment.
- Performs preventive maintenance on all department apparatus and equipment.
- Inspects department apparatus and equipment to determine the need for preventive maintenance or immediate repairs.
- ~~Instructs~~Instruct department personnel in the use and operation of all department apparatus and equipment.
- ~~Responds to emergency incidents and performs firefighting functions, if required.~~
- Makes road calls for immobile vehicles and equipment, makes necessary repairs and/or transports vehicle to appropriate repair facility.
- Arranges outside repair work if it is determined to be more efficient and economical.
- Documents maintenance and repair records according to department policy using current technology.

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ADDITIONAL JOB FUNCTIONS:

- Assists in the development of specifications for all department's apparatus, light fleet vehicles, pumps, and equipment.
- Documents all inspections, maintenance, and repairs to department vehicles apparatus and equipment.
- Assists with the repair and maintenance of the municipal fire alarm system and associated components.
- Assists with the repair and maintenance of the emergency communications systems.
- Assists with the repair of mobile technology and small electronics used by the fire department.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operation and maintenance of all motor apparatus used by the fire department.
- Knowledge of the various equipment used by the department in the delivery of emergency services.
- Ability to recognize the need for vehicle repairs and maintenance.
- Ability to establish and maintain effective working relationships with associates and the public.
- Skill in welding and in the care and use of skilled mechanics tools employed in all phases of vehicle and equipment repair.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (department will provide required training).
 - Preference will be given to those who are certified Firefighter I/II.
- Thorough knowledge of the rules, regulations, and procedures of the department.
- Knowledge of NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- Knowledge of the State of Connecticut rules and regulations governing Commercial Motor Vehicle operation.

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PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.

REQUIRED JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- Standard High School or Vocational School Diploma or its equivalent.
- Possession of a valid Motor Vehicle Operator's License.
 - Those not holding a valid Commercial Driver's License-B at the time of appointment must obtain such certification within one year of appointment.
- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a ~~Fire Service Technician~~ the position.
- Not less than three (3) years of experience in the repairing and maintenance of automobile/~~truck~~ motors and equipment or any equivalent combination of training and experience ~~which that~~ would indicate the ability to perform the duties required.
- ~~Demonstrated experience in heavy vehicle repair including but limited to, diesel engine repair, braking systems, hydraulic systems, and transmission repair is preferred.~~
- ~~Demonstrated experience in repairing fire department equipment is preferred.~~
- ~~Selected individuals must meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, Chapter 5 Emergency Vehicle Technician II~~ Preference will be given to internal candidates who possess the minimum required job qualifications and have been a regular member of the East Hartford Fire Department for not less than three (3) years.

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~~Fire Service Technician-Heavy~~

~~2~~ Mechanic Assistant Master Mechanic, Fire

PREFERRED JOB QUALIFICATIONS AND LICENSING:

- Demonstrated experience in repairing fire department equipment.
- Demonstrated experience in heavy vehicle repair including but **NOT** limited to, diesel engine repair, braking systems, hydraulic systems, and transmission repair.
- Selected individuals should meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, - Chapter 5 Emergency Vehicle Technician II within one year of appointment.
- ASE certification preferred but not required.
 - Preference will be given to T-series medium/heavy truck T2-T8 certifications.
- is preferred.

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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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NOTE: The above tasks and responsibilities are illustrative only.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 25, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Personnel and Pensions Subcommittee *MW*

Please see the attached request for changes to the job title and job description of Senior Secretary to the Mayor.

These changes more appropriately define the job responsibilities for the position.

The official title is "Senior Secretary to the Mayor," but over the last couple of years, the responsibilities have shifted to perform more communications-related duties, including website and social media management, newsletters, council memos, graphic design, photography, and more. However, the current job description for Senior Secretary is more admin-like and almost replicates the duties of Executive Secretary.

It is time to revise this position's title and job description to reflect the responsibilities being performed in this role.

We want to rename the position from "Senior Secretary to the Mayor" to "Municipal Communications Specialist" and adopt the attached job description.

Please place this item on the Town Council agenda for the October 3, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M. McCaw, CAO
C. Martin, Chief of Staff
E. Tchelidze, Communications Specialist

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

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TYRON HARRIS
DIRECTOR
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September 25, 2023

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

Re Municipal Communications Specialist

Dear Mr. Walsh:

Please see the attached job description for Senior Secretary to the Mayor. The new title will be Municipal Communications Specialist.

The official title is "Senior Secretary to the Mayor," over the last couple of years the responsibilities have shifted to perform more communications-related duties to support the Mayor's and Chief of Staff's vision to increase our interaction with residents & businesses.

As such, the day-to-day duties incorporate many more communications tasks, including website and social media management, newsletters, council memos, graphic design, photography, and more. However, the job description for Senior Secretary is more admin-like and almost replicates the duties of Executive Secretary.

With that, we have concluded that it is time to revise the title and job description of this position to reflect the responsibilities being performed in this role.

We want to rename the position from "Senior Secretary to the Mayor" to "Municipal Communications Specialist" and adopt the attached job description. That will allow our office to have a true communications position that accurately aligns with the job description.

I have created the attached description based on the responsibilities. While the Communications Specialist will be performing all the communications duties, we still want them to support the Mayor's Office with occasional admin duties.

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

Tyron V. Harris

Human Resources Director

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TOWN OF EAST HARTFORD

TITLE: Senior Secretary to the Mayor/Communications Specialist
GRADE: 11

DEPARTMENT: Office of the Mayor
11/1/2023

DATE: 7/1/17

POSITION DEFINITION:

~~Works under the general direction of the Mayor; responsible for performing administrative and executive level secretarial work of a complex, confidential, and responsible nature in the office of the Mayor.~~

Working under general supervision of the Mayor, the Communications Specialist develops and edits communication materials that promote a positive public image of the Town of East Hartford to diverse audiences and informs constituents of local news, events, programs and more. This position also collaborates with existing East Hartford town departments to achieve brand consistency, content and message coordination, and the highest standards for internal and external communications by showing a broad general knowledge of media support tools and a comprehensive performance of tasks within one or more areas of responsibility.

Work assignments involve frequent direct contact with the public to answer a variety of questions requiring knowledge of the town and departmental news. The job requires skills to perform various research support functions. Work activities are complex and others rely on the accuracy and reliability of the information, analysis, or advice to make decisions, and affect the overall image of the town.

Responsibilities include providing administrative support for the Mayor's office as needed, such as responding to inquiries and requests for information, maintaining accurate records of board appointments, filing minutes, crafting letters and public notices, and others.

ESSENTIAL JOB FUNCTIONS:

- ~~• Participates in the preparation of the Mayor's Office budget and assists in the administration of the approved office budget.~~
- ~~• Plans and organizes work according to priority and established or standard office procedures.~~
- ~~• Composes and produces written responses to public inquiries for the Mayor and directs requests to the appropriate department head or individual and monitors same for follow-up and compliance.~~
- ~~• Provides general information to public on department or town services, including regulatory, cultural, social, or recreational programs.~~
- ~~• Observes strict confidentiality in establishing and maintaining complex restricted files and records.~~
- ~~• Compiles and coordinates data for action for Mayor or the Administrative Assistant.~~
- ~~• Communicates directions to proper persons, and follows up for compliance, completeness, and conformance with deadlines.~~
- ~~• Composes and types letters, statistical and narrative reports of some complexity and meeting minutes from rough draft or shorthand notes.~~

- Composes both routine and complex correspondence, press releases, proclamations and reports and coordinates and prepares the Mayor's Council meeting agenda items for Mayor's approval prior to submission to Town Council.
- Screens telephone calls, inquiries, and greets visitors, ascertains nature of business, and refers to the appropriate office with issue, including drafting any necessary correspondence and/or follow up action.
- Performs special assignments, studies, and administrative functions as directed.
- Reports work accomplished to Mayor or Administrative Assistant.
- Maintains purchasing, personnel, and other administrative records.
- Coordinates scheduling of conference rooms.
- Develops and maintains the town-wide Directory of Board and Commissions.
- Monitors the status of all town Boards and Commissions and reports vacancies thereon to appropriate individuals.
- Responsible for planning, developing and implementing updates and design changes to the Town website and is called upon to promote and market the website to the community.
- Implements, designs and maintains town-wide Community Calendar on the Town Home Page and markets and promotes same to organizations within the community.
- Surveys departments and queries town Directors and department heads to identify items for placement on Town Home Page and, upon identification of same, assists respective department in creating material for input onto Home Page.
 - Media relations, including preparing press releases, responding to press inquiries, organizing and publicizing press conferences & a wide range of public events
 - Creates communication strategies for the Town, Mayor's Office, and a range of municipal departments
 - Writes and creates content for a range of media, including print, digital, website/blog, social, formal correspondence, and proclamations & citations. Must be able to write consistently in differing voices and formats, appropriate to a range of varied municipal agencies, programs and platforms
 - Manages municipal social media pages on a daily basis; prepares monthly newsletter and annual report; prepares proclamations and special recognitions as requested
 - Composes and produces written responses to public inquiries for the Mayor and directs requests to the appropriate department for follow up and compliance
 - Assists departments with creating content, including press releases, flyers, surveys, and more
 - Works with departments to identify items for placement on the town website and assists them with content management on their respective web pages and social media platforms
 - Provides general information to the public on department or town services, including regulatory, cultural, social or recreational programs.
 - Observes strict confidentiality in establishing and maintaining complex restricted files and records.
 - Composes and types letters, statistical and narrative reports of some complexity and meeting minutes from rough draft or shorthand notes
 - Composes both routine and complex correspondence, press releases, proclamations and reports and prepares the Mayor's council meeting agenda items and communication for Mayor's approval prior to submission to Town Council
 - Performs special assignments and administrative functions as directed

- Strong ability to copy-edit and/or redraft complex and technical writing to appeal to a wide audience
- Web editing, using a drupal-based Content Management System. Should have a strong understanding of web writing and editing content as well as some understanding of SEO and analytics functions
- Graphic design, including creating graphics & images for the web, social media, flyers and posters, digital display signs and other platforms
- Customer service, including assisting members of the public with questions or concerns by phone and in person
- Ability and willingness to support the Mayor, Chief of Staff and colleagues with other duties as needed
- Ability to multitask and balance a range of priorities in a fast-paced, results-oriented environment.

Plus Job Requirements:

- Photography, including photographing events, portraits, and buildings / landscapes, as well as experience with image processing tools like Photoshop / Lightroom. Knowledge of photography basic principles is a plus, experience with photography on mobile devices also a plus
- SEO optimization, including experience with Google Analytics or similar platforms, with a focus toward identifying opportunities and maximizing resources
- Familiarity with marketing platforms such as Mailchimp or similar.

ADDITIONAL JOB FUNCTIONS:

- May provide services as public notary to members of the public.
- ~~Supervises and assigns work to temporary clerical staff.~~

KNOWLEDGE, SKILLS, AND ABILITIES:

The following qualifications are considered likely to provide the required knowledge and abilities to perform the above essential duties. However, by the Town Ordinance, Section 2-114, an equivalent combination of education and practical work experience in the specific field(s) of work established applicable to this job will be considered.

- Strong writer, with ability to create content for a wide range of media, audiences, and formats, on demand and to deadline.
- Experience working with traditional and new media and the public to advance strong narratives on a diverse range of topics and programs.
- Ability to work collaboratively with Mayor's Office colleagues, municipal department directors & staff, and outside stakeholders to engage the public about Town events, services and initiatives
- Strong understanding of web design, experience working with Content Management Systems, and ability to work creatively to maximize use of the Town's web hosting service
- Experience with digital strategy, maximizing use of web and social media resources
- Experience with graphic and visual design, with Adobe CC knowledge preferred
- Organized self-starter with a strong desire to learn new skills and increase understanding of town policies and programs in order to better assist the Mayor, town staff, and the public

- Strong computer skills, including firm understanding of Microsoft Office Suite, as well as web based databases and content entry systems, willingness to experiment and self-teach new digital resources
- Modern office equipment, practices, and procedures, including the use of personal computers, tablets and standard business software
- Municipal government functions and organizations, including common requirements, practices, and terminology.

Plus Competencies

- Experience with municipal or state government communications, including understanding of relevant legal environment and best practices
- Willingness and ability to learn new skills, techniques, or computer systems in a self-directed manner
- Experience training or teaching web & computer skills, including social media basics, content creation, and strategy
- Ability to troubleshoot computer technology and web and digital platforms, as well as create creative solutions to technical problems.

Ability to:

- Communicate effectively and accurately both verbally and in writing
 - Adapt to the use of new technology and software as needed
 - Research, interpret, and analyze Town Ordinances and State Statutes for the public and Councilors
 - Acquire a working knowledge of Town government and the functions and services of the various departments, boards, and commissions.
 - Analyze situations accurately and adopt an effective course of action.
 - Prioritize work for self and others, and complete assignments by required deadlines.
 - Process high volume of paperwork accurately and efficiently
 - Meet and deal tactfully and effectively with public officials, employees, and the general public, both on the phone and in person
- Knowledge of web design & related software.
 - ~~Ability to research Town ordinances and State statutes.~~
 - ~~Ability to process high volume of paperwork accurately and efficiently.~~
 - ~~Ability to take shorthand and type with high speed and accuracy.~~
 - ~~Ability to operate data and word processing and transcription equipment.~~
 - ~~Ability to perform basic mathematical computations.~~
 - ~~Ability to meet and deal tactfully and effectively with public officials, employees and the general public.~~
 - ~~Ability to communicate effectively both orally and in writing.~~

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.~~

- ~~Must be able to access and process information contained in file records and computer database.~~
- ~~Must be able to work with minimum supervision and under stress from demanding deadlines, changing priorities and conditions.~~

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

- Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking, and standing; occasional reaching above and below desk level.
- Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
- Lifting: frequent lifting of papers, files, and material weighing up to 10 pounds; occasional lifting and carrying of equipment and other items up to 25 pounds.
- Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.
- Hearing/Talking: frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological Factors: frequent contact with others, including extensive public contact; frequent deadlines and time-limited assignments.

WORKING CONDITIONS:

- Work is performed in an office setting, subject to continuous interruptions and background noise.
- Must be able to work with minimum supervision and under stress from demanding deadlines, changing priorities and conditions.

JOB QUALIFICATIONS:

- ~~Requires a high school education, or its equivalent, with course work in office administration, **and** at least six years of progressively responsible experience at the executive secretary level; **or**~~
- ~~An Associate's Degree and four years of such experience.~~
- **Education:**
- Possession of a Bachelor's degree in Journalism, Mass Communication, Public Relations, Marketing or a closely-related field.
- **Experience:**
- 5 years of communications experience in an organization that included regular interaction with government agencies, and the general public is essential.
- **Licenses/Certificates/Other Qualifications:**
- Notary Public Certification is a plus.

LICENSING REQUIREMENTS:

- ~~Notary Public.~~

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