

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

December 6, 2023

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Wednesday December 6, 2023 6:00 pm CCC 111/Microsoft Teams

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

Conference ID: 676 167 942# **or** [Click here to join the meeting](#)

A G E N D A

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A. November 1, 2023

3. OPPORTUNITY FOR RESIDENTS TO SPEAK

4. OLD BUSINESS

5. NEW BUSINESS

A. Proposed Revision to Job Description and Pay Grade for Position of Project Manager – Sustainability in Department of Public Works

B. Proposed Revision to Job Description for Position of Youth Outreach Coordinator in Department of Health and Human Services, Crisis Intervention

C. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Aide in the Fire Department

6. ADJOURNMENT

C: Town Council

Mayor Walsh

Tyron Harris, Human Resources Director

Alex Trujillo, Director of Public Works

Laurence Burnsed, Director of Health and Human Services

Kevin 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 29, 2023

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

Re DPW Project Manager – Sustainability

Dear Mr. Martin:

Please see the attached job description for the DPW Project Manager - Sustainability. Our CAO Melissa McCaw, Public Work Director Alex Trujillo 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Public Works Director with tasks and assignments, including preparing meeting agendas, financial status updates, and property assessments.
- Reviews plans, specifications and designs for public works projects including highway, street and sidewalk construction, drainage improvements, recreational fields and facilities improvements.
- Prepares costs and material estimates for construction projects.
- Contributes to Occupational Safety and Health Administration (OSHA) filings and responses.
- Prepares project status updates and attends Public Building Committee meetings.
- Sits on the Sustainable CT Board as the Town representative.
- Member of the Capitol Region Council of Governments Advisory Committee.
- Leads "green" projects including solar arrays and EV charging stations.

Lewis A. Tamaccio currently serve the Town as its Project Manager for projects ranging from relining basketball courts to the MEP Upgrade Project being completed at East Hartford's Historic Town Hall. In total, He is helping manage over 15 ongoing projects, with numerous other projects pending. He has proven to be a valuable asset to the Town, demonstrating cost-saving alternatives on multiple projects and project alternatives that lead to permanent solutions over temporary ones. He also volunteered to fill the Town of East Hartford's role on the Sustainable CT Board and the Capitol Region Council of Governments Advisory Committee.

The DPW Project Manager – Sustainability job description has yet to be updated since 2018, 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.

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: Project Manager – Sustainability

GRADE: ~~13~~15

DEPARTMENT: Public Works/Engineering

DATE:

~~10/16/2018~~11/09/2023

GENERAL DESCRIPTION

Work involves planning, organizing and implementing projects. This is a highly responsible project management position with a focus on public works facilities, projects and services that promote public infrastructure improvements, economic, environmental and community sustainability.

The work requires that the employee has thorough knowledge, skill and ability in every phase of the public works field, including, but not limited to, natural resource conservation, capital improvement projects and environmental sustainability.

SUPERVISION RECEIVED

Works under the general direction of the Director of Public Works or designee.

SUPERVISION EXERCISED

As the lead project manager, provides project oversight and personnel coordination as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Formulates operating plans and procedures for the Department to achieve sustainability goals.
- Plans, organizes and implements assigned projects and work, including the formulation of work procedures and schedules.
- Works with internal and external stakeholders to build capacity to achieve sustainability goals and to complete improvement projects.
- Competent in project management, including budgeting, contractor coordination, regulatory permitting, cost control and warranties.
- Employs best management practices as relates to sustaining and enhancing Town facilities, green spaces, and other Town assets.
- Reviews plans, specifications and contractual agreements approved by either the Planning and Zoning Commission or the Town.
- Responsible for providing inspections at appropriate construction sites and preparing reports to Town Engineer.

- Performs and coordinates on-site inspection of projects to ensure conformity with construction design, safety and minimum Town standards.
- Makes assessment of unanticipated construction problems and receives oral or written instructions or work orders from the Public Works Director or designee.
- Recommends modifications to plans and related costs.
- Investigates complaints and prepares a report with recommendations to the Town Engineer.
- Collects and prepares daily reports from Inspection staff.
- Uses computer with engineering and construction applications in all phases of work.
- Reports work accomplished to the Public Works Director or designee.
- [Assists public by providing information and technical assistance, construction activity.](#)
- [Assists annually with fiscal year budget.](#)
- [Prepares bid documents and requests for proposals for new tasks/projects.](#)

ADDITIONAL DUTIES:

- [Assists Public Works Director with tasks and assignments, including preparing meeting agendas, financial status updates, and property assessments.](#)
- Reviews plans, specifications and designs for public works projects including highway, street and sidewalk construction, drainage improvements, recreational fields and facilities improvements.
- [Prepares costs and material estimates for construction projects.](#)
- [Contributes to Occupational Safety and Health Administration \(OSHA\) filings and responses.](#)
- [Prepares project status updates and attends Public Building Committee meetings.](#)
- [Sits on the Sustainable CT Board as the Town representative.](#)
- [Member of the Capitol Region Council of Governments Advisory Committee.](#)
- [Leads “green” projects including solar arrays and EV charging stations.](#)

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of municipal public works functions and services.
- Experience with sustainability and conservation practices, including, but not limited to, water conservation, irrigation techniques, solar power, and energy use.
- Experience with green space planning and protection, including pedestrian trails, signage, recreation facilities, playgrounds, golf courses, cemeteries, conservation areas, and athletic fields.
- Knowledgeable and skilled in conservation biology, especially naturalistic landscaping for pollinator species, habitat diversity, and invasive species control.
- Considerable ability to plan and implement programs and capital improvement projects for the department, and to coordinate projects through key supervisors.
- Considerable ability to communicate effectively, orally and in writing.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, attorneys, contractors, officials of other agencies, boards and

commissions and the general public. Ability to apply the principles of construction inspection and civil engineering to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to interpret plans and specifications and to write engineering reports in clear, concise and understandable language.
- Ability to direct the work of others.

QUALIFICATIONS Bachelor's degree from an accredited college or university in science, natural resources conservation, engineering, architecture, business administration or a closely related field plus five years of progressively responsible public works project management experience. Wherever possible appropriate education and work experience will be considered. A Master's Degree is preferred.

SPECIAL REQUIREMENTS

Must possess a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED

Motor vehicle, and computer.

PHYSICAL AND MENTAL DEMANDS

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

Work is performed in office settings and in outside weather conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to walk, stand, use hands to finger, handle, and feel or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift or move up to 25 lbs. the employee must have corrected vision. The employee must be able to read, analyze, and interpret complex documents and respond effectively to sensitive inquiries and complaints. The position requires the employee to define problems, collect data, establish facts and draw conclusions and make effective presentations on controversial or complex topics.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works in adverse outside weather conditions. The employee occasionally works near moving mechanical parts and equipment and is occasionally exposed to wet conditions, fumes or airborne particles. The noise level in the work environment is usually quiet but is frequently noisy in the field.

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.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

11/10/2023

740 Main Street
East Hartford, Connecticut 06108

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

Re: Youth Outreach Coordinator

Dear Mr. Martin:

Please see the attached job description for the Youth Outreach Coordinator.

There was a lot of background information removed since it's not essential for a new employee to have that level of background knowledge. We also clarified the educational requirements.

General Description:

The Youth Outreach Coordinator is assigned to the Department of Health & Human Services, Crisis Intervention Division and is responsible for reducing youth violence, delinquency and truancy in the East Hartford community. The Youth Outreach Coordinator will report to the Program Supervisor of the Crisis Intervention Division. The Coordinator shall maintain a strong working relationship with the East Hartford Police Department and East Hartford Public Schools. The Coordinator will be responsible for the facilitation of the Juvenile Review Board (JRB) and all identified facets for the JRB. The Youth Outreach Coordinator will conduct all Youth Services intakes for truancy, and Family with Service Needs (FWSN-to include defiance of school rules, runaways, beyond control of parent and immoral conduct referrals).

Essential Job Functions:

- Maintains ongoing consultation with other identified staff within Crisis Intervention Division or other related programs.
- Ensures that computer data is entered and maintained for program evaluation, record keeping, and input into required State of CT data collection systems.
- Assists with other program and administrative functions and performs related work as required to benefit the Department.
- Develop and maintain relationships with state agencies to include Department of Children and Families (DCF), State Department of Education (SDE), Judicial Court Support Services Division (CSSD), CT Youth Services Association (CYSA), and CT State Police (relationships with the CSP SRO's are required to service East Hartford youth who may engage in criminal conduct in schools outside of the East Hartford Public Schools that result in JRB referrals).
- Provides input on barriers to quality of life conditions for children, youth and families; improves quality of life and well-being through evidence-based strategies.
- Participates in staff meetings, supervision, trainings, and other meetings, as assigned.

Education and Experience:

- Bachelor's degree in Social Work, criminal justice, or other related human services field. 3-5 years of relevant experience with disengaged or disconnected youth within the juvenile justice system will be considered in lieu of a Bachelor's degree.

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

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TOWN OF EAST HARTFORD

TITLE: Youth Outreach Coordinator

GRADE: NBU

Field Code Changed

DEPARTMENT: Health & Human Services, Crisis Intervention Division
Date: 102/249/2023

General Description:

The Youth Outreach Coordinator is assigned to the Department of Health & Human Services, Crisis Intervention Division and is responsible for reducing youth violence, delinquency and truancy in the East Hartford community. The Youth Outreach Coordinator will report to the Program Supervisor of the Crisis Intervention Division. The Coordinator shall maintain a strong working relationship with the East Hartford Police Department and East Hartford Public Schools. The Coordinator will be responsible for the facilitation manage of the Juvenile Review Board (JRB) and all identified facets for the JRB. The Youth Outreach Coordinator will conduct all Youth Services intakes for truancy, and Family with Service Needs (FWSN) to include defiance of school rules, runaways, beyond control of parent and immoral conduct referrals). As the JRB Manager, the Coordinator will conduct JRB youth and family pre-JRB hearing intakes, conduct all State required (Ohio Seales) screenings and associated data collection requirements, facilitate the JRB hearings, perform diversion follow up duties that include case management and monitoring, data collection, coordination with all stakeholder agencies, as well as with board members and families to support East Hartford youth involved in criminal offenses. The Youth Outreach Coordinator will conduct all Youth Services intakes for truancy/defiance of school rules, runaways, beyond control of parent and immoral conduct referrals. The coordinator will actively participate in community organizations and meetings that support programs that reach and benefit the youth of East Hartford. The Coordinator will oversee the East Hartford Youth Task Force.

Essential Job Functions:

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- Plans youth outreach activities and collaborates with other Town staff and community partner to conduct program assignments, directs, and oversees staff, operations, and activities of the Outreach Office and reviews

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- Reviews program effectiveness through internal and external assessments/evaluations, recommends and
- implements changes to effect success, and conducts in-service staff training opportunities.

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- Responsible for the management of the Juvenile Review Board, including all communication with the

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- referred family and referring law enforcement agencies, pre-JRB screenings, collection of facts and

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- circumstances of each case, case presentation to the Board, follow-up case management, and all data

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- collection.

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- Responsible for the intake and case management of all truancy, school defiance, beyond control of

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- ~~the parent, runaway, and immoral sexual conduct referrals.~~
- Maintains relevant curriculum and activities in line with current best practices in the industry.
- ~~Identifies positive youth development, risk prevention, intervention, and leadership opportunities.~~
- ~~Partners with and convenes East Hartford (public and private) community agencies, schools, and~~
 - ~~municipal departments concerning youth issues and trends in the community.~~
- Initiates outreach strategies targeting underserved and high-risk youth and families in consideration
 - ~~of cultural awareness and community demographics.~~
 - ~~Hires, supervises and evaluates Facilitates experiential learning Adventure Plus programs facilitators, youth outreach workers, JRB for identified at-risk youth.~~
 - ~~Case and Family Mentors/Social Work staff assigned to the Outreach Office.~~
 - Maintains ongoing consultation with other identified staff within Crisis Intervention Division or other related programs.
 - ~~Uses a variety of marketing techniques to facilitate organization visibility, participant recruitment, program media coverage, and information dissemination to the community.~~
 - ~~Ensures that computer data is entered and maintained for program evaluation, record keeping, and input into required State of CT data collection systems.~~
 - ~~Assists with other program and administrative functions and performs related work as required to benefit the Department of Youth Services.~~
 - ~~Develop and maintain relationships with state agencies to include Department of Children and Families (DCF), State Department of Education (SDE), Judicial Court Support Services Division (CSSD), CT Youth Services Association (CYSA), and CT State Police (relationships with the CSP SRO's are required to service East Hartford youth who may engage in criminal conduct in schools outside of the East Hartford Public Schools that result in JRB referrals).~~
 - Provides input on barriers to quality of life conditions for children, youth and families; improves quality of life and well-being through evidence-based strategies.
 - Participates in staff meetings, supervision, trainings, and other meetings, as assigned.

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Knowledge, Skills, and Abilities:

- Experience of 3-5 years working with children, teens, adults, and ~~for~~ families.
- A working knowledge of treatment and prevention of substance misuse, suicide prevention, chronic absenteeism, parenting support, crisis response, and juvenile diversion.
- ~~Experience in and~~ Knowledge of the ~~Juvenile Justice System~~, including ~~Judicial Juvenile Court~~ processes, law enforcement, and Juvenile Review Board restorative justice practices. ~~(required)~~
- Ability to work autonomously and take initiative to further the goals of ~~the Crisis Intervention Division Youth Services.~~
- Excellent verbal and written communication skills are essential in conjunction with computer literacy.
- Strong organizational skills, able to multi-task and prioritize, able to meet deadlines.
- Strong motivational and leadership skills, including ability to orient and train.
- Skill and experience in monitoring and evaluating program effectiveness and identifying gaps in services.
- Must be receptive and responsive to supervision and professional development.

- East Hartford is a diverse community with 70% of the population comprised of persons of color. The person in this position will need to have a good understanding of cultural competency and cultural humility.
-

Education and Experience:

Graduation from a four-year college or university and 3-5 years of relevant experience or 5-8 years of direct criminal justice experience in program planning and administration. Additionally, must have experience conducting presentations and preparing press releases, brochures and reports; or an equivalent combination of experience that includes the following knowledge, skills and abilities:

- Bachelor's degree in Social Work, criminal justice, or other related human services field preferred; experience working with disengaged and disconnected youth within the juvenile criminal justice system considered in lieu of a BA.
- 3-5 years of relevant experience with disengaged or disconnected youth within the juvenile justice system will be considered in lieu of a Bachelor's degree. Considerable knowledge of positive youth development practices
- Knowledge of research methodologies, analysis and report writing.
- Knowledge of State labor laws as they relate to youth.
- Knowledge of personal computer technology and application software needed to run reports, build and maintain databases and track fiscal and program data.
- Skill and experience in community outreach and communication building.
- Skill and experience in preparing and maintaining program budgets and issuing required fiscal reports.
- Skill and experience in monitoring and evaluating program effectiveness and identifying gaps in services.
- Knowledge of criminal law and law enforcement practices.
- Knowledge of State Board of Education regulations.
- Knowledge of DCF policies and practices.
- Knowledge of CYSA (CT Youth Services Association) policies.
- Must possess a valid motor vehicle operator's license.
- Must successfully pass a background check (fingerprints, criminal records).

Additional Requirements:

- Bilingual/Bicultural, Spanish/English skills helpful, but not required
- Must possess a valid driver's license.
- An acceptable general background check to include a local and state criminal history and sex offender registry check. Individuals in this position cannot be listed as having a founded/substantiated abuse or neglect complaint.
- Experience assisting traditionally underserved populations with a developed understanding of issues of diversity is essential
- Experience with project coordination and program implementation
- Demonstrated skills in providing consultation, training, and quality assurance to make improvements in services.

Physical and Mental Demands

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodations 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,

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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.

Work Environment:

- Work is primarily performed in an office setting, subject to continuous interruptions and background noise.
- While performing the duties of the job, the employee occasionally works in outside weather conditions while conducting home visits or resident outreach
- Occasional after-hours work may be required for outreach and education events

- **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.](#)

General Guidelines:

The duties listed above are intended only as illustration 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.

Hours: This is a full-time position with work hours scheduled Monday through Friday, 8:30 a.m. to 4:30 p.m. Occasional after-hours work may be required for crisis response, outreach and education events.

MICHAEL P. WALSH
MAYOR

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11/10/2023

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

Re: Administrative Aide

Dear Mr. Martin:

Please see the attached job description for the Administrative Aide in the Fire department with a new title of Executive Administrative 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.

This position provides a variety of complex administrative functions, involving sensitive and confidential information for the Fire Chief, Officers, and the Department. This position also provides information and assistance to the public regarding Fire Department policies and procedures. This position provides fiscal management of department expenditures, payroll, budget preparation, and tracking. This position supervises and assigns work to the front office staff. The duties and responsibilities listed should not be construed as all-inclusive. The essential job duties will include other responsibilities as assigned and required.

ESSENTIAL JOB FUNCTIONS:

- Provides significant support in the preparation and administration of the Department budget, monitors accounts payable, tracks expenditures, reviews and processes purchase orders, deposits monies received from donations, reimbursements, report fees, etc.
- Provides administrative support to the Fire Chief and other members of the management team including the coordination and preparation of meetings, maintaining information using appropriate software applications, preparing information summaries as requested, and drafting reports.
- Supervises front office personnel.
- Oversees and manages the records management system.
- Maintains department filing systems and records, may develop and implement new filing systems, or modify systems as appropriate.
- Prepares statistical information for annual budget recommendations. Makes recommendations to the Fire Chief and Assistant Fire Chief in the preparation of the annual department budget.
- Regularly updates payroll to reflect individual or group changes.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives payroll checks, reviews for accuracy, and distributes to employees.
- Prepares regular statistical and narrative reports for the supervisor upon request.

Executive Administrative Coordinator job description has yet to be updated since 1959, 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

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TITLE: Executive Administrative Coordinator~~Administrative Aide~~
GRADE: 710

Field Code Changed

DEPARTMENT: Fire Department

DATE: ~~2/959/23~~12/1/2023

Field Code Changed

POSITION DEFINITION:

~~Works under the general direction of the Fire Chief. Performs, coordinates, and supervises office administrative activities in the preparation, accounting, and maintenance of department revenue and expenditures. Organizes and maintains department records and files. May perform secretarial work of a confidential and responsible nature. This position provides a variety of complex administrative functions support, involving sensitive and confidential information for the Fire Chief, Officers, and the Department. This position also provides information and assistance to the public regarding Fire Department policies and procedures. This position provides fiscal management of department expenditures, payroll, budget preparation, and tracking. and This position supervises and assigns work to the front office staff.~~

SUPERVISION RECEIVED:

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~~This position works under the direct supervision of the Fire Chief and Assistant Fire Chief (s).~~

ESSENTIAL JOB FUNCTIONS:

~~The duties and responsibilities listed should not be construed as all-inclusive. The essential job duties will include other responsibilities as assigned and required.~~

- ~~Plans and organizes work according to established or standard office procedures. May develop or modify office procedures to maximize efficiency. Provides significant support in the preparation and administration of the Department budget, monitors accounts payable, tracks expenditures, reviews and processes purchase orders, deposits monies received from donations, reimbursements, report fees, etc.~~
- ~~Determines priority of work tasks. Provides administrative support to the Fire Chief and other members of the management team including the coordination and preparation of meetings, maintaining information using appropriate software applications, preparing information summaries as requested, and drafting reports.~~
- ~~Assigns work to clerical support staff, if any. Supervises front office personnel.~~
- ~~Oversees and manages the records management system.~~
- ~~Maintains department filing systems and records, may develop and implement new filing systems, or modify systems as appropriate.~~
- ~~Performs office administrative work in the functional areas of budget control, employee payroll and benefits, and related department reporting systems. Maintains weekly attendance records and payroll for entire department, taking~~

~~into account a complex variety of Firefighter position levels and temporary promotions. Maintains separate overtime records. Provides administrative support to the Fire Chief and other members of the management team for the Department's personnel functions. Receives personnel information, reviews for accuracy and completeness, and maintains confidentiality in all personnel-related matters.~~

- ~~• Compiles and prepares statistical and narrative reports for Fire Chief. Prepares a wide variety of correspondence from draft or verbal instruction and independently composes correspondence related to assigned responsibilities.~~
- ~~• Prepares statistical information for annual budget recommendations. Makes recommendations to the Fire Chief and Assistant Fire Chief in the preparation of the annual department budget.~~
- ~~• Assists in the preparation of department work schedules. Develops brochures, forms and other information materials, for Department programs, events, and services.~~
- ~~• Transmits and explains supervisor's administrative directions to proper persons, and follows up to assure compliance, completeness, and conformance to deadlines.~~
- ~~• Types and transcribes letters, reports, and meetings minutes from rough draft or transcription equipment.~~
- ~~• Composes and types routine correspondence and reports.~~
- ~~• Screens telephone calls, greets visits, ascertains nature of business, and refers to appropriate office/person as possible. Responds to incoming phone calls and provides information regarding Department policies and procedures relating to assigned responsibilities.~~
- ~~• Arranges meetings and schedules appointments for the Fire Chief.~~
- ~~• Meets the public and provides information on department operations.~~
- ~~• Receives and records fees, performs related bookkeeping functions.~~
- ~~• Maintains central inventory of supplies and uniforms. Contacts vendors for price quotes and orders supplies as needed through the Town Purchasing Department. Obtains bids and information for purchase of new office equipment/supplies as needed.~~
- ~~• Prepares employee payrolls in accordance with collective bargaining agreements for employees.~~
- ~~• Monitors employee leave accruals.~~
- ~~• Receives and reviews time sheets from units.~~
- ~~• Prepares and maintains account ledgers as needed.~~
- ~~• Regularly updates payroll to reflect individual or group changes.~~
- ~~• Prepares and transmits payroll information for processing into an automated payroll system.~~
- ~~• Receives payroll checks, reviews for accuracy, and distributes to employees.~~
- ~~• Prepares regular statistical and narrative reports for the supervisor upon request.~~

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ADDITIONAL JOB FUNCTIONS:

- Maintains work flow records on special projects. Maintains proficiency by attending training conferences and meetings.
- Maintains records of state and federal grant programs as directed. Represents the Department by attending various committee meetings or associated functions.
- Organizes and prepares materials for publications, such as administrative regulations, position announcements, examination procedures, program guides and activity schedules. Assists in the coordination of Fire Department events during the year.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of accounting;
- Office practices and procedures;
- Word processing, spreadsheets, databases, and desktop software programs;
- Business English;
- Budgeting process, personnel policies, and the IAFF collective bargaining agreement with Local 1548;
- Principles and practices of record keeping;
- Principles and practices of supervision;
- Principles and practices of administrative research and report writing; and
- Principles and practices of customer service and public relations.

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Skill in:

- Use of office equipment;
- Use of personal computers;
- Planning and organizing work to meet project and deadline requirements;
- Supervising and training staff;
- Problem-solving and decision making;
- Using initiative and judgment;
- Composing, drafting, and editing business correspondence and reports;
- Communicating effectively with internal and external customers;
- Answering multiple phone lines;
- Dealing professionally and appropriately with others; and
- Interpreting policies and procedures.

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Ability to:

- Deal with confidential information;
- Plan and conduct studies and reports;
- Maintain accurate records;
- Establish and maintain effective working relationships with others; and
- Work in a safe manner.

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- Ability to work independently with a minimum of supervision.
- Ability to apply principles of management to solve practical problems independently.
- Ability to interpret instructions furnished in written, oral or schedule form.

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- Ability to acquire a working knowledge of the policies, procedures, and goals of the Fire Department.
- Knowledge of accounting principles and procedures.
- Ability to type with speed and accuracy.
- Ability to take dictation, meeting minutes, and to transcribe notes from rough drafts and/or correspondence with speed and accuracy.
- Ability to establish and maintain complex files and record systems.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to supervise.
- Must be able to access and process information contained in file records and computer databases.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

While performing the duties of this position, the employee is required to make decisions; utilize interpersonal skills, teamwork, creativity, and customer service, English, discretion, basic math, and independent judgment. Duties involve standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing and handling. 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. While the noise level is higher than the typical of most office environments, hearing protection is not required. Work involves multiple tasks that change frequently, but policies and procedures exist to define direction. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations.

- 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.
- **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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JOB QUALIFICATIONS:

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

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