

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