

Community Cultural Center Auditorium

January 23, 2024

Special Meeting Re: Town Employee Job Description Revision Process

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (via Teams),  
Majority Leader Sebrina Wilson (via Teams, in person at 6:13 pm),  
Minority Leader John Morrison, Councilors Thomas Rup, Angie  
Parkinson, Awet Tsegai, and Travis Simpson

ABSENT Councilor Harry Amadasun, Jr

ALSO Mayor Connor S. Martin  
PRESENT Tyron Harris, Director of Human Resources  
Melissa McCaw, Chief Administrative Officer and Finance Director

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:04 p.m.

TOWN EMPLOYEE JOB DESCRIPTION REVISION PROCESS

Chair Kehoe stated that the purpose of this Special Meeting is to for the Council to discuss with the Town's Human Resources Director the current process for reviewing job descriptions and making changes to more accurately reflect duties for each position. As a number of descriptions have become dated over time, the goal of the administration is to modernize descriptions efficiently.

The Chair stated that due to the large number of positions that are under review, the Council requested this meeting to better understand the administration's approach to addressing the review process holistically. Any substantive changes to job descriptions including title and/or paygrade are first reviewed by the Council's Personnel and Pensions Subcommittee before requiring Council approval.

Director Harris provided background on the Administration's current process for review which begins by consulting with the appropriate department director. Additional points of emphasis that are evaluated include a review of specific tasks for each role followed by a review of education requirements and certifications to assure the qualifications needed to perform expected duties are met. Salary bands for each position are compared with similar roles in other municipalities. A final review of recommendations is made with the Mayor and Chief Administrative Officer to assure the Town's budget can accommodate any changes to salary before finally being referred to the Committee.

Since 2022, 44 positions have been referred to the Council with 19 pay grade changes. An agreement has been made with the CSEA Union to prioritize the evaluation of all positions with paygrades 1, 3 and 4 in FY2023 and FY2024. Additional priority is given to positions that become vacant to assure that any recruitment includes an up-to-date description that best suits the Town's needs.

