

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

February 27, 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 6:04 pm

APPROVAL OF MINUTES

January 2, 2024

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the January 2, 2024 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

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

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

Director Harris recapped the conversation regarding these two positions at the most recent Personnel and Pensions Committee meeting held on January 2nd. Both positions within the Finance Department are under consideration for changes to their job descriptions based on increased responsibilities and necessary skills and subsequently, the Administration is recommending pay grade increases for each position based on the current job market for comparable roles. To more properly reflect the level of each position, changes in title for each position are also recommended: with the Accounting Assistant provided a new title of "Accountant" and the Payroll Coordinator provided a new Title of "Payroll Manager."

The Committee reiterated concerns on the overall process of evaluating job descriptions, particularly with regards to pay grade changes and the additional cost to the Town on an annual basis. The position of Accounting Assistant has been recommended to increase from a Grade 8 in the CSEA Union (range \$53,870-65,477 for FY24-25) to a Grade 12 (range \$70,473-85,665) and the Payroll Coordinator from a Grade 10 (range \$61,497-74,752) to a Grade 12 (range \$70,473-85,665). After consulting with the Director of Finance and the Mayor, the Director stated that the consensus is that these changes are needed to retain and

attract qualified candidates. The Director also confirmed that the Town is able to accommodate for the recommended paygrade changes with minimal financial impact to the annual budget.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Accounting Assistant with a new Title of “Accountant” in the Finance Department dated December 1, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Payroll Coordinator with a new Title of “Payroll Manager” in the Finance Department dated December 1, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

NEW BUSINESS

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary II (Fire Department)

Director Harris stated that pending further discussion with the department director, the job description for the position of Administrative Secretary II in the Fire Department will be tabled at this time.

 to **table** item 8A: “Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary II (Fire Department)” pending further discussion.
MOTION By Tom Rup
 Seconded by Harry Amadasun

Motion carried 3/0

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary III (Public Works)

Upon evaluation of this job description, the Director has made recommendations to change the position definition to more accurately reflect the increased clerical work and complexity of the support functions required by the Administrative Secretary III and also to reflect the specialized components of the role as required within the Department of Public Works. An increase in paygrade from level 6 in the CSEA Union (\$47,357-57,565 for FY24-25) to level 7 (\$53,870-65,477) has also been recommended.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Secretary III with the new title of “Administrative Secretary III- Public Works” in the Department of Public Works, dated January 28, 2024, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Head of Children’s and Teen Services)

Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Reference & Cultural Assets Adult Services)

Director Harris stated that the Administration is proposing to remove the individualized functions of these two positions within the Library and combine the two separate job descriptions into a singular description under the revised title of “Librarian 2” as the core functions of the positions are increasingly similar in scope. Additional knowledge, skills and ability requirements were added to the description, particularly around best practices and knowledge of the library profession.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Change in Title for the Position of Librarian 2 (Head of Children’s and Teen Services) with the new title of “Librarian II” in the Library Department, dated December 28, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Change in Title for the Position of Librarian 2 (Reference & Cultural Assets Adult Services) with the new title of “Librarian II” in the Library Department, dated December 28, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description and Paygrade Increase for Position of Administrative Clerk II (Fire Department)

Upon review, revisions to this job description that had not been updated since 2010 were required to more accurately reflect increased responsibilities in the role which include payroll support, creation of media content, vendor relations and maintaining financial records. The

position is also recommended for an increase from CSEA Union paygrade 3 (\$39,318-47,790 for FY24-25) to grade 4 (\$41,795-\$50,797).

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Paygrade Increase for the Position of Administrative Clerk II in the Fire Department, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

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

Changes to this job description reflect additional responsibilities supporting collaboration with other Town Departments and outside vendors and general financial reporting. The position is also recommended for an increase from CSEA Union paygrade 4 (\$41,795-\$50,797 in FY24-25) to a grade 5 (\$44,468-54,052).

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Paygrade Increase for the Position of Administrative Clerk III with the new title of "Administrative Clerk III- Accounts Payable" in the Police Department 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** (6:53 pm)

Motion carried 3/0

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