

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

March 2, 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 5:40 pm

APPROVAL OF MINUTES

January 23, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun
to **approve** the minutes of the January 23, 2023 Personnel & Pensions
Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Chief Administrative Office & Finance Director

Tyron Harris, Human Resources Director detailed additions made to the job description of the Finance Director to incorporate the responsibilities of the role of Chief Administrative Officer to properly reflect overlap of the two positions as well as to clearly divide responsibilities between the Finance Director and that of the recently hired Deputy Finance Director position.

The Committee made the recommendation to revise the job description to be less restrictive to candidates from private enterprise. The Director agreed to make the appropriate edits.

MOTION By Tom Rup
Seconded by Harry Amadasun

Motion carried 3/0

Director Harris stated that this is a newly created position based on the realignment of the Mayor's organizational chart. The administration's vision of service delivery within the department will allow for the Deputy Development Director to serve in a support role to the current Development Director focusing more on day-to-day functions and team management while the Development Director will be concentrated more on larger projects. The Director also stated that the position will provide an additional resource for succession planning should the Development Director position become open.

to **recommend** the Town Council accept the proposed Job Description and Compensation Plan for the position of Deputy Development Director, dated February 6, 2023 as amended by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Director Harris shared that this also is a new position to the Town. East Hartford Works (initially East Hartford Connects) as a department was initially a part of the Board of Education and has recently been incorporated as a Town administrative department. This position and the Career Coach position to be discussed are fully granted funded. The Director confirmed that both positions are non-bargaining.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Job Description and Compensation Plan for the position of Director, East Hartford Works, dated February 6, 2023 as provided by the Department of Human Resources with the subcommittee's recommendations.

Motion carried 3/0

Similarly to the Director, East Hartford Works position, the committee proposed changes made to the position definition language as previously discussed.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Job Description and Compensation Plan for the position of Career Coach, dated February 6, 2023 as provided by the Department of Human Resources with the subcommittee's recommendations.

Motion carried 3/0

ADJOURNMENT

MOTION By Tom Rup
 seconded Awet Tsegai
 to **adjourn** at 5:55 pm

Motion carried 3/0

C: Town Council
 Mayor Walsh
 Tyron Harris, Human Resources Director
 Melissa McCaw, Finance Director