

MICROSOFT TEAMS
PERSONNEL AND PENSIONS SUBCOMMITTEE

March 30, 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 5:35 pm

APPROVAL OF MINUTES

In advance of a Motion, Chair Tsegai proposed a Correction to the March 2, 2023 Minutes to clarify discussion that occurred during the previous meeting. It was recommended at the meeting by the committee that two of the job descriptions discussed ("Director, East Hartford Works" and "Career Coach") include edits to reflect a strategy focus that was more inclusive to all residents. The Chair stated that the minutes were unclear that these proposed changes should be made to both job descriptions.

March 2, 2023 Meeting

MOTION By Tom Rup
 seconded by Harry Amadasun

to **approve** the minutes of the March 2, 2023 Personnel & Pensions Subcommittee meeting with the following correction:

Under discussion of "Career Coach", additional context be provided to reflect edits made to the job description that reflect a strategy focus on advancing opportunity for our citizens to make it more inclusive.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Human Resources & Chief Diversity Officer

Colin J. Rusk
2023 APR -3 PM 2:34
TOWN CLERK
EAST HARTFORD

Director Harris stated that the Human Resources Director position will now include additional responsibilities focused on diversity, equity and inclusion. The Director stated that the position requires a sense of cultural awareness and collaboration and a skill set to properly develop an Equal Employee Opportunity (“EEO”) action plan in a timely manner. The Director feels that through edits made, these responsibilities are now more properly expressed in the job description.

Edits include:

- Changing of Job Title from Human Resources Director to “Human Resources & Chief Diversity Officer”
- Amended Compensation
- Under “Job Functions”, line items that focus on strategic partnerships, knowledge of anti-discriminatory legislation, and developing systems that provide for a supporting and inclusive workplace.
- Under “Knowledge, Skills and Abilities”, line items focused on conflict resolution, strategic planning, and decision making.
- SPHR (Senior Professional in Human Resources) or SHRM-SCP Certification (Society for Human Resource Management-Senior Certified Professional) preferred

The Director clarified that the job description provided to the committee required an edit, as under job qualifications the “SPHR or SHRM-SCP Certification” should read as “preferred” as opposed to “not required.”

The Committee discussed requirements of an EEO report which includes a display of fair pay practices. The Director stated that because the Town’s employees are primarily in a union environment, pay equity is consistent regardless of age, gender, etc. The Director confirmed that the salary for the position was at grade 11, which is comparable to that of other town director positions.

The Committee also discussed the general process of Job Descriptions, notably effective dates and work from home policy. The Director stated that as the department reviews the Town’s current job descriptions, the majority of employees are already performing tasks that are added by HR for the Committee’s review. The Director also confirmed that a work from home policy has been established that has proven more necessary given the current Town Hall renovation project and relocation of departments. A number of employees are currently hybrid given the limited space at the Community Cultural Center.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed Job Description and Compensation Plan for the position of Human Resources & Chief Diversity Officer, dated March 1, 2023 as amended by the Department of Human Resources per the subcommittee’s recommendations and further amended by the Personnel and Pensions subcommittee.

Motion carried

Deputy Director of Health and Human Services

The Director confirmed that this is a newly created position within the Health and Human Services Department for FY2023-24. The goal is to have the Committee approve the job description so that the Administration can begin recruitment and hire as soon as possible.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed Job Description and Compensation Plan for the position of Deputy Director of Health and Human Services, dated January 3, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

Youth Outreach Coordinator

The Director stated that this is a Juvenile Review Board funded position that was initially created under Mayor Melody Currey's term in office but an official job description for the role had not been created. The Director confirmed that has position has historically been grant funded and will continue to be, and also non-bargaining.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed Job Description for the position of Youth Outreach Coordinator in the Youth Services Department, dated January 1, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

Custodian I- Public Works

The Director stated that the three job descriptions for the positions of Custodian I- Public Works, Custodian I- Library, and Custodian I- Police Department are in the CSEA Local 2001 Union. The job descriptions for the positions had not been updated since 1987, and each was reviewed and edited to bring the qualifications and requirements up to date to current practices.

Updates for each of the custodial job descriptions include the addition of an educational requirement, increase in paygrade, and a description of physical requirements and expected working conditions.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the amended Job Description and compensation plan for the position of Custodian I in the Department of Public Works dated April 1, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

Custodian I- Police Department

The Director confirmed that similar to the Public Works Custodian job description, updates to the Police Department position include the addition of an educational requirement, increase in paygrade, and a description of physical requirements and expected working conditions.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the amended Job Description and compensation plan for the position of Custodian I in the Police Department dated April 1, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

Custodian I- Library

The Director stated that after conferring with the Library Director, the job description had been edited to remove job specific language, notably that the library does not have a locker room, and that the job does not require snow removal as that is a task handled by Public Works. Similarly to the other two custodial job descriptions, the addition of an educational requirement, increase in paygrade, and a description of physical requirements and expected working conditions has been included.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the amended Job Description and compensation plan for the position of Custodian I at East Hartford Public Library dated April 1, 2023 as provided by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

ADJOURNMENT

MOTION By Tom Rup
 seconded Harry Amadasun
 to **adjourn** at 6:00 pm

Motion carried 3/0

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