

Robert J. Pratt

2019 MAY 30 P 1:32

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK
EAST HARTFORD

MAY 29, 2019

PRESENT Marc Weinberg, Chair; Councillors Linda Russo and Caroline Torres

ALSO Marcia Leclerc, Mayor
PRESENT Santiago Malave, Human Resources Director
Jo-Ann Dorn, Health & Social Services Department
Scott Sansom, Chief of Police
Sarah Morgan, Library Director
Roberta Pratt, Chief Information Officer
Jennifer Petrario

CALL TO ORDER

Chair Weinberg called the meeting to order at 5:32 pm.

APPROVAL OF MINUTES

October 4, 2018

MOTION By Caroline Torres
seconded by Linda Russo
to **approve** the minutes of the October 4, 2018 meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Creation of a New Position in the IT Department: GIS Analyst

Jennifer Petrario, who is assisting Ken Sayers, IT Supervisor, gave a brief presentation on the GIS System. The Committee members asked the Human Resources Director to make the following revision to the job description under Qualifications:

QUALIFICATIONS: "A Master's Degree *from an accredited college* in Geographic Information Systems (GIS), computer science..."

MOTION By Caroline Torres
seconded by Linda Russo
to recommend that the Town Council approve the new job description entitled "GIS Analyst" in the Information Technology Department, as outlined and attached to a memo from Mayor Marcia Leclerc to Council Chair Rich Kehoe dated April 29, 2019 as referred to this subcommittee at the May 7, 2019 Town Council meeting, with the revision to Qualifications requested by this Committee.
Motion carried 3/0.

Revised Job Descriptions:

Library Specialist

Sarah Kline Morgan, Library Director, briefed the Committee on the vacancy in the Circulation division at the Library and the revisions made to the general job description and to the qualifications required for Library Specialist. The Committee members asked the Human Resources Director to make the following additional revision to the job description under Required Qualifications:

REQUIRED QUALIFICATIONS: "...and standard tools; an LTA certificate and/or four years of *course work from an accredited* college and some library experience, or equivalent combination of education and experience."

MOTION By Caroline Torres
seconded by Linda Russo
to recommend that the Town Council: (1) not refill the vacant non-union Library Specialist position in the Circulation/Cataloging Division; (2) approve the upgrade of the non-union Library Specialist job description from a grade 2 to a grade 4; and (3) promote two employees in the Library to the Library Specialist job classification, as all have been outlined and attached to a memo from Mayor Marcia Leclerc to Council Chair Rich Kehoe dated April 29, 2019 as referred to this subcommittee at the May 7, 2019 Town Council meeting, with the revision to Required Qualifications requested by this Committee.
Motion carried 3/0.

Food Bank Coordinator

Jo-Ann Dorn, Program Supervisor, Health and Social Services Department, presented the Committee with the revisions made to General Duties, Additional Duties and Qualifications categories for the Foodbank Coordinator job description. The Committee members asked the Human Resources Director to make the following additional revision to the job description under Qualifications:

QUALIFICATIONS: "Associates degree from an accredited college in Human Services or related field and..."

MOTION By Linda Russo
 seconded by Caroline Torres
 to recommend that the Town Council approve the upgrade of the job
 description entitled "Food Bank Coordinator/Social Service Clerk" from a
 grade 3 to a grade 5, as outlined and attached to a memo from Mayor
 Marcia Leclerc to Council Chair Rich Kehoe dated April 29, 2019 as
 referred to this subcommittee at the May 7, 2019 Town Council meeting
 with the revision to Qualifications requested by this Committee.
 Motion carried 3/0.

ADJOURNMENT

MOTION By Caroline Torres
 seconded by Linda Russo
 to **adjourn** (6:242 p.m.)
 Motion carried 3/0.

Cc: Town Council
 Mayor Leclerc
 Santiago Malave, Human Resources Director
 Jo-Ann Dorn, Health & Social Services Department
 Scott Sansom, Chief of Police
 Sarah Morgan, Library Director
 Roberta Pratt, Chief Information Officer
 Jennifer Petrario 47 Warner Rd, Berlin CT 06037

TOWN OF EAST HARTFORD

TITLE: Library Specialist

DEPARTMENT: Library

GENERAL DESCRIPTION:

With limited direction from a supervisory Librarian performs a variety of paraprofessional duties which involve knowledge/skills in such library functions as circulation, cataloging, ordering, or purchasing. Provides various library services to users; does related work as required.

ESSENTIAL JOB FUNCTIONS

- Orients patrons to the library through the introduction of available services and by locating and recommending library materials.
- Instructs in the selection and use of appropriate tools and techniques for finding information, conducts searches for materials
- Assists patrons with topical research utilizing the tools available (including online catalog, databases, reference materials, etc.) May refer more in-depth questions to Librarians.
- Assists patrons with use of library resources and equipment
- Provides access to materials, services and programs to meet needs of diverse users (adult and children)
- Develops programming for library users (age-appropriate)
- Performs general circulation duties as needed.
- Reserves books and processes interlibrary loans.
- Does the work involved in ordering, checking, purchasing, classifying, cataloguing, preparing, binding, and shelving books and other library materials
- Provides original cataloging and assigns classification numbers to library materials; resolves conflicts in the card catalog and automated system.
- Promotes reading through the development and implementation of children's' and parents' programs, including story hours, outreach with schools, community organizations and agencies.
- Maintains library collection through the routine inspection and discarding of dated and damaged materials.
- Recommends and orders library materials by reading reviews and/or previewing media.
- Independently researches and resolves problems.
- Collects, compiles and assembles statistics.
- Assists in the coordination of work schedules.
- Trains, assigns and monitors work progress of subordinate staff.
- Intervenes on behalf of subordinate clerical staff to resolve customer complaints.

- Assumes supervision for division in absence of librarian.
- Researches, analyzes, and completes special projects as requested

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to interact with the public and employees in a courteous and professional manner.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations.
- Ability to prioritize and organize tasks; coordinate and plan assignments or projects.
- Knowledge of library mission, basic local library policies and procedures.
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's circulation system and public access catalog
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Ability to understand and demonstrate customer service philosophy
- Ability to identify business problems and implement approved methods and procedures.
- Ability to manage and supervise subordinate staff.
- Knowledge of appropriate methods and techniques for materials processing, storage and preservation
- Familiarity with interlibrary loan procedures and policies
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Ability to introduce users to all library services and equipment, and provide advanced instruction if needed
- Knowledge of cataloging and classification.
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Familiarity with reader's advisory issues and resources
- Knowledge of new developments in library services and products through reading and networking
- Ability to handle multiple tasks at one time
- Knowledge of database operating systems and procedures

WORK ENVIRONMENT:

Work is performed under the supervision of a Librarian or designee in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

REQUIRED QUALIFICATIONS:

High School graduate plus minimum of five years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools; an LTA certificate and/or four (4) years of course work from an accredited college and some library experience.

****The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.****

This description replaces job descriptions for Circulation Librarian, Branch Librarian I, Branch Librarian II, and Cataloger

TOWN OF EAST HARTFORD

TITLE: Foodbank Coordinator/Social Service Clerk **GRADE:** 5
DEPARTMENT: Social Services **DATE:** 03/01/19

POSITION DEFINITION:

Performs responsible tasks involving the coordination of the foodbank program, including food distribution. Performs specialized clerical administrative work in social services to clients.

GENERAL DUTIES

- Coordinates donation, storage and distribution of food among local churches and agencies.
- Maintains records of calls to the foodbanks.
- Receives calls from individuals donating food to foodbank program, schedules pickup of food.
- Maintains bookkeeping and other records involving donation account.
- Receives calls from individuals requesting foodbank assistance, obtains information from individual, determines eligibility based on established criteria, contacts appropriate church to arrange delivery.
- May attend meetings regarding foodbank and take minutes.
- Compiles information and generates reports when necessary involving statistical and other information pertaining to the foodbank program.
- Coordinates collection and distribution of items for holiday food baskets.
- Coordinates seasonal and other special programs when needed.
- Assists in coordination of food commodities distribution.
- Assists Intake/Administrative Clerk in answering phone, gathering pertinent information, making appointments for individuals seeking general assistance, determining individual's eligibility based on established criteria, referring individuals to Town and other programs.

ADDITIONAL DUTIES:

- Assists with various Social Service Department programs when necessary.
- Maintains client database and updates all registrations as required by funding sources.

SUPERVISED BY:

- Receives general direction from the Program Supervisor of Social Services.

QUALIFICATIONS:

- Associates degree from an accredited college in Human Services or related field and three (3) years of experience in human services, general office or bookkeeping work. Bilingual desirable. Wherever possible appropriate work experience and education will be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic office procedures including filing, scheduling, posting, and basic bookkeeping.
- Ability to follow written and oral instructions
- Ability to acquire a working knowledge of laws, regulations and procedures pertaining to general assistance and other Social Service programs.

- Ability to type 30 words per minute, with accuracy.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to maintain accurate files and records, and to maintain confidentiality of files. Ability to add, subtract, multiply and divide all units of measure.
- Ability to deal cooperatively and effectively with others.
- Ability to network effectively with other individuals and agencies.

LICENSE OR CERTIFICATION:

- Must possess a valid Connecticut Driver's License.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, listen, walk, use hands and fingers to operate office equipment and reach with hands and arms. The employee may have to lift or move 35 pounds. May have to work outdoors under adverse weather conditions. Specific vision abilities required for this job include close vision and the ability to adjust focus. Must be able to read and interpret regulations and guidelines, write reports and correspondence and effectively present information in one-on-one and group settings.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL GUIDELINES

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(03/19)

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Geographic Information Systems (GIS) Analyst

GRADE: 13

DEPARTMENT: Information Technology

DATE: 5/1/2019

GENERAL DESCRIPTION:

This position is primarily responsible for performing ongoing GIS support to all Town Hall departments. Work involves developing and maintaining the geographic information systems (GIS) geodatabases, hardcopy maps, and linkages to various databases. Performs specialized database maintenance around ArcGIS Server and Data Store in order that high quality, cost effective, reliable and accurate geographic information services are available as required. Produces hard copy digital maps and spatial analyses using GIS software; performs related and other work as required. Develops and maintains an online interactive web mapping platform for in-house in addition to public use. Identifies energy efficiency programs throughout the State, and how East Hartford could take advantage of such programs. Work is reviewed through conferences and reports for overall program effectiveness and efficiency.

SUPERVISION RECEIVED

Works under the general supervision of Information Technology Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Uses technology to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects;
- Maintains and updates databases and servers using GIS, computer aided drafting and other software;
- Develops and maintains links between various databases including Police and Fire Department software;
- Resolves conflicting information and ensure the accuracy of the data by working with Assessor's office, Engineering, Fire, Police and DPW and other departments;
- Creates maps using GIS and AutoCAD software and data;
- Assists departments in identifying Sustainable CT Initiatives and implementing best practices;
- Implements and develops Town initiatives using the Energy Star Portfolio Manager tool;
- Participates in the CT GIS user to user network group producing collaborative ideas across municipalities;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge with GIS software, such as ArcGIS Desktop, ArcGIS Server & ArcGIS Portal.
- Considerable knowledge with Digitizing, analysis and data manipulation procedures.
- Considerable knowledge with AutoCAD
- Considerable knowledge with GPS terminology and/or GNSS/GPS data collectors.
- Good verbal and written communication skills
- Considerable knowledge with industry specific terminology and symbology, such as water and wastewater or planning and zoning.
- Knowledge and understanding of Sustainable CT initiatives
- Knowledge and understanding of Energy Star Portfolio Manager
- Read and interpret property descriptions.
- Communicate orally with customers, clients, and the public in face-to-face one-on-one settings or using a telephone.
- Use graphic instructions such as blueprints, layouts or other visual aids.
- Experience, knowledge and understanding of energy efficiency programs.
- Considerable knowledge, skills and ability in GIS technology, databases and CAD programs.

QUALIFICATIONS

Graduation from a four year accredited college in Geographic Information Systems (GIS), computer science, or a closely related field and three years of demonstrable progressively responsible experience working with ESRI ArcGIS software. Whenever possible a combination of training, education and experience will be taken under consideration. A Masters' Degree from an accredited college in Geographic Information Systems (GIS), computer science or a closely related field is highly desirable.

TOOLS AND EQUIPMENT USED

- Personal computers, printers;
- Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, and aerial maps;
- Perform mathematical calculations using algebra, geometry, and trigonometry;
- Present facts clearly and accurately in graphic form.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hand to finger, handle,

feel or operate equipment, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, talk, and listen. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to read and interpret technical computer material and to present training to employees. Must be able to write reports and keep records. This position requires the ability to apply complex principles to work problems and deal with several concrete variables.

Travel across rough, uneven or rocky surfaces when conducting field inspections or performing survey work.

Enter data into a Database utilizing technology devices. Ability to travel to different off-site departments for meetings.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is generally performed in typical computer room surroundings and Town offices with virtually no disagreeable features. The noise level in the work environment is moderate to noisy.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTE:

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.