

Robert J. Pasek

2019 SEP 10 A 2:08

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK
EAST HARTFORD

SEPTEMBER 5, 2019

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

ALSO Marcia Leclerc, Mayor

PRESENT Santiago Malave, Human Resources Director
Tom Baptist, Interim Public Works Director
Greg Grew, Inspections & Permits Director
Robert Pasek, Town Clerk

CALL TO ORDER

Chair Weinberg called the meeting to order at 5:30 pm.

APPROVAL OF MINUTES

May 29, 2019

MOTION By Caroline Torres
seconded by Linda Russo
to **approve** the minutes of the May 29, 2019 meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Revised Job Descriptions:

Deputy Town Clerk and Assistant Town Clerk:

Robert Pasek, Town Clerk, presented to the Committee a general overview of the daily routine of the Town Clerk's office, and the responsibilities each position has within the department. Besides the additional tasks of reports to various state agencies that are included in the revised job descriptions, the most notable addition is in the category of Special Requirements. In the Deputy Town Clerk's job description it reads: "Must be a Certified Municipal Clerk in the State of Connecticut". In the Assistant Town Clerk's job

description it reads: "Must be able to become a Certified Municipal Clerk within four years".

Deputy Town Clerk

MOTION By Linda Russo
 seconded by Caroline Torres
 to recommend that the Town Council approve the revised job description
 of "Deputy Town Clerk" and the salary upgrade of that position from
 grade 8 to grade 10, as outlined and attached to a memo dated August
 14, 2019 from Human Resources Director Santiago Malave to Mayor
 Marcia A. Leclerc.
 Motion carried 3/0.

Assistant Town Clerk

MOTION By Linda Russo
 seconded by Caroline Torres
 to recommend that the Town Council approve the revised job description
 of "Assistant Town Clerk" and the salary upgrade of that position from
 grade 7 to grade 8, as outlined and attached to a memo dated August
 14, 2019 from Human Resources Director Santiago Malave to Mayor
 Marcia A. Leclerc.
 Motion carried 3/0.

New Job Descriptions:

Facilities Maintenance Specialist

Tom Baptist, Interim Public Works Director, addressed the Committee on vacating the current HVAC Maintenance/Repairman position – which is specific to one area of building maintenance activities – and create the new position of Facilities Maintenance Specialist which will include responsibilities to improve the overall operations of the Building Maintenance division.

MOTION By Caroline Torres
 seconded by Linda Russo
 to recommend that the Town Council (1) eliminate the vacant position
 entitled "HVAC Maintenance/Repairman" in the Public Works Department;
 and (2) approve the new job description of "Facilities Maintenance
 Specialist" dated August 1, 2019 – which will replace the vacated position
 entitled "HVAC Maintenance/Repairman" – as attached to a memo
 dated August 14, 2019 from Human Resources Director Santiago Malave
 to Mayor Marcia A. Leclerc.
 Motion carried 3/0.

Greg Grew, Inspections & Permits Director, spoke to the Committee about the current Administrative Aide job description which – if approved – will be renamed “Administrative Operations Coordinator” and the training requirements of that position. Councillor Torres requested that “State of Connecticut” be added to the requirement of Notary Public under the section “License Requirement”.

ADJOURNMENT

Cc: Town Council
Mayor Leclerc
Santiago Malave, Human Resources Director
Tom Baptist, Interim Public Works Director
Greg Grew, Inspections & Permits Director
Robert Pasek, Town Clerk