

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

September 5, 2023

PRESENT Awet Tsegai, Chair (via Teams), Councilors Harry Amadasun Jr. (via Teams) and Tom Rup

ALSO Tyron Harris, Human Resources Director
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:48 pm

APPROVAL OF MINUTES

June 26, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the June 26, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Director Harris provided an update on two job descriptions that have recently been reviewed by the Human Resources department and shared changes made to more accurately reflect the current requirements of each position.

For the position of Network Systems Administrator, the director stated that the skilled needed to best fill the position have evolved over time as developments in the field and technology has advanced.

Key additions to the description include knowledge and proficiency in managing Windows servers, including various roles and features for various deployments (IE: Domain Controllers, member servers, IIS web servers, etc), maintenance of hardware and various Town owned network devices, the ability to support installed fiber (WAN and LAN) and

internal cabling for data communications, and the ability to resolve complex issues as they may arise to ensure continuity of operations for the Town.

Updated certifications such as MCSE, CCNA or Network Plus are now required.

In lieu of staff changes within the department, the Director stated that the position is currently open for hire.

Proposed Revision of Job Description for Network Systems Administrator

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed revised Job Description for the position of Network Systems Administrator in the Information Technologies department, dated August 1, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Proposed Revision of Job Description, Change in Pay Grade and Title for Accounts Clerk III (Tax)

Director Harris shared proposed changes to the job description within the Tax Department currently titled "Accounts Clerk III."

As the position has evolved over time, additional responsibilities have become necessary to provide proper service to residents including more detailed reporting, direct interviews with taxpayers regarding delinquencies, budgeting, and other requirements within the department.

To best fulfill the functions of the position, additional certifications are required including CCMC certification which has necessitated an increase in pay from grade 7 (range \$49,495-\$60,163) to grade 9 (range \$56,403-\$68,558) to remain competitive in the current job market. The Director also noted the proposed change in Job Title to more accurately define the position within the department as one of supportive authority.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the proposed revised Job Description, Change in Pay Grade and Title for the position previously titled "Accounts Clerk III" to "Senior Account Clerk- Tax" in the Tax - Finance department, dated September 1, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup

second by Harry Amadasun

to **adjourn** (5:55 pm)

Motion carried 3/0

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