

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

September 26, 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 5:31 pm

APPROVAL OF MINUTES

September 5, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the September 14, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Director Harris shared that as a number of positions have been provided to the committee for review with a number still to come, Human Resources plans to provide an updated organizational chart for the Committee ahead of their next meeting which shows a full list of pay grade changes by department.

Proposed Revision of Job Description and Pay Grade Increase for Administrative Clerk III (Police Department)

The director shared that the job description for Administrative Clerk III has not been updated for some time, and upon review, it was confirmed that the person currently in the role is performing a number of duties that were not listed as the responsibilities have increased and evolved over time. Additional responsibilities that have been added to the job description include:

- Coordination of Police Department activity statistics and reports
- Assistance in drafting and coordination of Operation Plans
- Response to Freedom of Information requests
- Assistance with requisitions and financial reporting in the absence of the Accounts Payable Clerk

The director shared that after a review of the position's pay grade, the role was under-market relative to other municipalities, so the recommendation is to increase pay from Grade 4 (salary range \$40,975-\$49,801 for FY23-24) to Grade 5 (\$43,597-\$52,992).

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision of Job Description and Pay Grade Increase for Administrative Clerk III in the Police Department, dated April 30, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Proposed Revision of Job Description, Pay Grade Increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)

The Director stated that this particular position has evolved to more specific needs of the Police Department that are focused on report processing, vendor relations, and inventory. Duties added to the job description provided include:

- Coordinating police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintenance of the criminal information system, alarm registrations, and fingerprint files as required by the department
- Various record-keeping and reporting duties
- Inventory maintenance of various office supplies, uniforms, and safety equipment

Upon review, the director also recommended that the job description include the requirement for National Crime Information Center (NCIC) certification.

The director stated that to better reflect the specific duties as described, the inclusion of "Quartermaster" to the job title was made to more accurately define the position. In addition, similar to the job description discussed previously at tonight's meeting, a pay grade increase for this role is also recommended.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to recommend the Town Council accept the Proposed Revision of Job Description, Pay Grade Increase and Change in Title for the previously titled position of "Administrative Clerk III" to "Administrative Clerk III- Quartermaster" in the Police Department, dated August 31, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **adjourn** (5:45 pm)

Motion carried 3/0

C: Town Council
 Mayor Walsh
 Tyron Harris, Human Resources Director
 Scott Sansom, Chief of Police