

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

December 6, 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 6:38 pm

APPROVAL OF MINUTES

November 1, 2023

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the November 1, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revision to Job Description and Pay Grade for Position of Project Manager – Sustainability in Department of Public Works

Director Harris stated that this is a position that had been vacated due to the retirement of Tom Baptist, who served the Town for many years. As the Town has evaluated the job description and recruited for candidates, the Administration recognized that to hire someone suitable and remain in the current market for the qualifications required, an increase in paygrade would be merited. The Director shared that additional duties have also been added into the job description, including budget management, bid requests for proposals and filings and responses with OSHA.

The Committee discussed whether the Town has the funds within the budget to afford a pay increase for the position and deemed the increase in pay is necessary. Currently the position is listed as a Grade 13 in the CSEA Union, with a range of \$74,069-90,034 for

2023-24. The recommendation is to increase the position to a Grade 15, with a range from \$87,070-\$105,826.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade for the Position of Project Manager – Sustainability in Department of Public Works, dated November 9, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Proposed Revision to Job Description for Position of Youth Outreach Coordinator in Department of Health and Human Services, Crisis Intervention

The Director stated that as this position has recently been vacated, after a review of the job description it was decided that a number of knowledge requirements listed were not deemed necessary. Education and Experience requirements were updated and made more specific, with additional focus placed on direct relationships with constituents and facilitation and involvement with organizations such as the Juvenile Review Board and the Youth Task Force.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description for the Position of Youth Outreach Coordinator in the Department of Health and Human Services, Crisis Intervention dated October 24, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Aide in the Fire Department

As this job description was reviewed by the Administration, the Director recommends that the title be changed to a more appropriate "Executive Administrative Coordinator" to better reflect the current duties of the role. This position provides information and assistance to the public regarding policies and procedures, handles fiscal management of department expenditures, payroll, as well as budget preparation. Upon review of other municipalities, it was determined that a pay grade increase would be necessary to remain competitive in the current job market.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Aide to the title of Executive Administrative Coordinator in

the Fire Department dated December 1, 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** (6:57 pm)

Motion carried 3/0

C: Town Council
 Mayor Martin
 Tyron Harris, Human Resources Director
 Alex Trujillo, Director of Public Works
 Laurence Burnsed, Director of Health and Human Services
 Kevin Munson, Fire Chief