

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

December 20, 2022

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun and Tom Rup

ALSO Tyron Harris, Human Resources Director

PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:37 p.m.

APPROVAL OF MINUTES

August 29, 2022 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun
to **approve** the minutes of the August 29, 2022 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Deputy Finance Director Job Description

Director Harris summarized the proposed revisions to the Compensation Plan for the position of Deputy Finance Director. Included in the recommendations is a requirement of Audit/CPA experience. The new hire will also be expected to join the negotiation team during arbitration and collective bargaining cases. This position is not a part of the Local Union.

The Committee discussed the differences between the Deputy Finance Director Position and the Assistant Finance Director positions. The Assistant is a role more focused on day to day operations within the department, while this Deputy position requires a skill set concentrated on contracts and larger projects. The Deputy position will serve as a department manager and provide oversight over the Assistant.

In turn, the revision of the Deputy role will also provide support to current Finance Director Melissa McCaw as her appointment to additionally serve as Chief Administrative Officer as well as her current role will require further responsibilities.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the revised Compensation Plan for Deputy Finance Director dated December 1, 2022 as amended by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Real and Personal Property Assistant Job Description

Director Harris summarized the proposed revisions to the Compensation Plan for the position of Real and Personal Property Assistant which is in the Office of Assessor. Included in the recommendations is an increase in pay grade from level 9 to level 10. The job description has not been amended since 1987, so a number of day to day requirements of the role have been updated.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the revised Compensation Plan for Real and Personal Property Assistant dated December 1, 2022 as amended 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** at 5:52 pm

Motion carried 3/0

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