

MINUTES OF THE CHESHIRE TOWN COUNCIL PERSONNEL COMMITTEE AND SPECIAL TOWN COUNCIL MEETING HELD ON MONDAY, APRIL 13, 2015, AT 6:45 P.M. IN ROOM 207, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

Personnel Committee Chairman Thomas Ruocco; Committee Members Robert J. Oris and Peter Talbot.

Council Members - Liz Linehan

Staff: Town Manager Michael A. Milone; Personnel Director Louis Zullo; Exec. Assistant Arnett Talbot.

1. ROLL CALL

The clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. AMENDED JOB DESCRIPTION FOR TOWN MANAGER EXECUTIVE SECRETARY POSITION

Ms. Talbot distributed copies of the current job description (Executive Secretary) and a copy of the amended job description for the Administrative Assistant position.

Ms. Talbot commented on a job vacancy allowing staff to analyze the job description, and make recommendations to more accurately reflect the expectations of a position. For the Town Manager's office there is a need for more technology skills to support Mr. Milone, Mr. Zullo and Ms. Talbot.

The committee was informed by Ms. Talbot that there has been a change in the management model in the last 15 years, along with rapid expansion of technology, Microsoft Office products, with use of Excel and Power Point being more common place and used consistently. She noted the Town Manager's office has had an expansion of communication to the public and the press by office staff, increased activity and involvement with the Town Council, along with bidding process management, organization of a tremendous amount of information maintenance and retrieval. The executive secretary position was amended slightly in 2012; it is a non-union position; and someone is needed to help with management and efficiency of the office.

Draft of Administrative Assistant Job Description - changes in the position were reviewed by staff and the committee.

Equipment Used - some minor changes.

Essential Functions - 1) the position required handling the public, greeting people, initial contact with people, good public relations, and knowing how to understand a situation or issue.

2) This function has few changes; responsibility for specific events/functions was added (i.e. workshops, in-house training sessions, staff events), ICMA visits.

3) This remains the same.

4) This function remains the same with inclusion of more personnel functions, logging a variety of data, etc.

5) The function is expanded to include research and analytical support; someone must have judgment and ability to provide information in a usable format and understanding of spread sheets.

6) Assistance to the Personnel Director, including responsibility for written exams, proctoring exams, ordering tests, handle bid solicitations, placement of advertisements in newspapers, posting on the web site, monthly safety inspection coordination, working with active committees in Town Hall.

7) This is a new responsibility of the position.

8) A new function. Person must assist in the administration of electronic media; office back up person; capable of posting on the web site and face book; knowledge of organization and judgment. Wording was changed from Channel 14 to "government access channel."

9 through 11 remain the same.

12) The Administrative Assistant will assist in management of the office; this responsibility was never identified, but always part of the position.

Ms. Talbot stated these functions identify the most significant duties.

Skills and Abilities - a change in this area is requirement of college degree with 3+ years of experience, especially for research and analytical support, as administrative assistant. There are comparable skills and experience, i.e. without college degree but excellent technical and communication skills; or A.S. degree plus extensive experience. Another change is emphasis on ability to adapt to the ever changing priorities, high level of activity, deadlines and simultaneous demands, etc. as a warning that the person will not be bored, and will be very involved and acting in the office environment.

Ms. Talbot commented on the Town Manager's office as a busy, challenging work place, with a breadth of variety of issues, tasks, and information.

On the web site, Ms. Linehan asked about coding knowledge and whether this should be included in the duties.

Ms. Talbot stated it will be upload, content, and coding knowledge can be considered as part of the job duties.

Administrative Assistant - N-1 classification; Pay range of \$44,602-\$55,817; 35 hour work week. Ms. Sepp's salary was \$51,142, which is at the higher level. The executive secretary and administrative assistant positions are in the same job classification.

Mr. Milone considers the executive secretary as more clerical, and administrative assistant more a management support and analytical person.

Regarding reporting change to the Town Manager or Executive Assistant, Mr. Talbot asked about this, and who does performance review of the person in the position.

Mr. Milone that he, Mr. Zullo and Ms. Talbot did the performance evaluation for Ms. Sepp; Mr. Talbot was her supervisor; and under the new job description, the Executive Assistant is the Supervisor of the Administrative Assistant. He said this was never clearly written or delineated; the person works directly for the Executive Assistant, and reports to Mr. Milone and Mr. Zullo.

With regard to any change in the Executive Assistant position, Ms. Talbot said there is no effect with the supervisory role, and she did Ms. Sepp's review for years.

According to Mr. Milone, this change clarifies the chain of command. There was a problem in that the four people started working together; the chain of command was both formal and informal; it never worked the way it should have worked; and now it will be clear and there is a direct line.

Regarding function #8...Ms. Talbot will change Channel 14 to "broadcasting".

Mr. Oris commented on the job requiring a college graduate with 3+ years of experience, and whether this is obtainable in the salary range stated. He has concerns about a mis-match.

This has been discussed and Ms. Talbot said she wants a college graduate, but the combination of skills and experience will come into play. The office needs someone to quickly do the job at a high level, to work with and be support to the Town Council. Someone without much experience should have a high level of education, and more experience than education could be better.

Ms. Linehan asked about someone with a high school diploma, or an associates degree and +15 years or experience.

Mr. Milone also wanted a college degree because of the difference between the executive secretary and administrative assistant, and a high caliber person for the job. This job needs good writing skills, interpersonal skills, editing skills, etc.

After reviewing the job description, Mr. Oris suggested taking away the lower level of job duties, i.e. 1) answers phone calls, greets visitors...to the end of the functions. This would encourage stronger candidates to apply.

Mr. Zullo informed the Council that once resumes and applications are received, there will be interviews of 5 to 7 people.

A question was raised by Mr. Ruocco about having a person with municipal experience.

This is not a necessary skill or experience, but Mr. Milone said much of the job is office management, and a person can pick up the uniqueness of the municipal work environment.

The position will be posted internally for 5 days, and then posted externally, with interviews scheduled after the external posting. Mr. Zullo advised the job will be advertised in the local newspapers (New Haven Register and their weekly publications). Cheshire Herald and on the Town web site.

Mr. Oris commented on the Town Manager's Office being a high profile office of the Town, the best place to work in the Town as it is the office of the CEO.

There is no limit to what a person can learn in the Town Manager's office, and Mr. Milone said the work environment is never boring, and it is gratifying to see the results of your labor and efforts.

Ms. Talbot informed the Council that the administrative assistant positions in Planning and Zoning, Parks and Recreation, Public Works, Finance...the comparable positions are in the salary range of the proposed position in the Town Manager's office.

Mr. Zullo explained that the positions stated are within steps, and not at max, and could be \$5,000 to \$7,000 behind the salary which Ms. Sepp was earning.

Medical Benefits - 35 hour work week; cost will depend on the plan selected by the employee; position will be eligible for deferred pension plan.

Ms. Talbot reviewed the changes to be made.

MOTION by Mr. Talbot; seconded by Mr. Oris.

MOVED that the Personnel Committee approve the Administrative Assistant job description for the Town Manager's Office, as amended, and forward to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

MOTION by Mr. Talbot; seconded by Mr. Oris.

MOVED to adjourn the Personnel Committee meeting at 7:30 p.m.

VOTE The motion passed unanimously by those present.