MEETING NOTICE

The regular meeting of the Salary Committee will be held on Wednesday, January 15, 2020 at 5:15 p.m. in the Executive Room, 1st Floor, City Hall.

AGENDA

1. Call to order.
2. To review the December 10, 2019 special meeting minutes.
3. To review the Memorandum of Understanding regarding City Chief Information Officer’s oversight of Board of Education information technology.
4. To consider temporary, partial funding of one Board of Education technical support position, and to refer to Board of Finance for funding.
5. To consider a request from the Tax Collector to eliminate the part-time Principal Clerk - Tax position (Local #233 – Salary Code 4A), effective immediately, and to refer to the Board of Finance for informational purposes.
6. To consider creating a position of Administrative Assistant – Fire, (Local #233, Salary Code 7), effective April 1, 2020, and to refer to the Board of Finance for funding.
7. To consider elimination of a position of Administrative Assistant – Fire (non-bargaining salary level 5), effective July 1, 2020, and to refer to Board of Finance for informational purposes.
8. To consider a standardized form for requests to Salary Committee.
9. To approve the 2020 meeting schedule of the Salary Committee.
11. Old business.
12. To adjourn.

Per order Mary B. Fortier, Chairperson
DATED this 14th day of January, 2020
Salary Committee
SPECIAL MEETING MINUTES
Wednesday, December 10, 2019
1st Floor Meeting Room, City Hall

Present: Councilmembers Mary Fortier, Scott Rosado and Mayor Zoppo-Sassu
Staff: Mark Penney, Linda Milia
Absent: Councilman Peter Kelley

1. CALL TO ORDER.
The special meeting of the Salary Committee was called to order by Chairperson Fortier at 4:00 p.m.

On motion of Councilman Rosado and seconded, it was voted to place the November 20, 2019 regular meeting minutes on file.

3. REQUEST FROM THE SUPERINTENDENT OF WATER TO:
   • upgrade and change the title of the Water Department Officer Manager (BPSA Salary Level 6) to Water and Sewer Department Officer Manager (BPSA Salary Level 7);
   • upgrade and change the title of the Accountant/IT Support (Local #233 Salary Code 9) to Senior Accountant/IT Support (Local #233 Salary Code 12);
   • upgrade and change the title of the Administrative Assistant/Accountant-Water (Local #233 Salary Code 6) to Water and Sewer Administrative Assistant (Local #233 Salary Code 8);
   • upgrade and change the title of Administrative Clerk (Local #233 salary Code 5) to Administrative Collections Clerk (Local #233 Salary Code 6);
   • upgrade and change the title of Water Billing Clerk (Local #233 salary Code 5) to Water and Sewer Billing Clerk (Local #233 Salary Code 6);
   • upgrade and change the title of Administrative Clerk (Local #233 salary Code 5) to Administrative Assistant and Closings Clerk (Local #233 Salary Code 6);
   • create a new position of Sewer Construction Coordinator (Local #1338 Code 7);
   • upgrade and change the title of the Superintendent of Water (Non-bargaining Salary Level 11B, Step 7) to Superintendent of Water and Sewer (Non-bargaining – Salary Level 12C);

    Present: Robert Longo - Superintendent Longo discussed redistribution of duties and efficiencies resulting from the merger of Water and Sewer.

On motion of Mayor Zoppo-Sassu and seconded, it was unanimously voted to recommend to City Council to approve the reorganization chart entitled Water and Sewer Merger, as presented, with proposed upgrades retro-active to July 1, 2019.

4. ADJOURNMENT.
At 4:17 p.m., on motion of Councilman Rosado and seconded, it was unanimously voted to adjourn.

ATTEST: _____________________________
Linda J. Milia
Recording Secretary
Memorandum of Understanding

Cooperative Sharing of Resources and Managerial Expertise

By and Between the City of Bristol, hereinafter referred to as the “City,” and Bristol Public Schools, hereinafter referred to as “BPS”

The City and BPS recognize a public benefit of sharing information technology (IT) expertise where possible, avoiding unnecessary duplicative costs, and leveraging this shared resource to provide the best and most secure IT technology platform and equipment possible for their respective staffs and public constituencies. To achieve this shared goal, the City and the BPS agree that the following protocols and understandings shall be effective until modified, replaced or rescinded.

The City’s Chief Information Officer and the BPS’s Director of Finance and Operations shall share primary responsibilities for implementing this MOU.

The BPS’s Director of Finance and Operations (“Director”) and the City’s Chief Information Officer (“CIO”) agree to implement the following steps toward the goal of integration of management responsibilities for BPS IT:

A. The Director shall invite and the CIO shall attend Board of Education meetings and BPS Administrative staff meetings at which BPS IT issues are planned and discussed.

B. The Director shall introduce and the CIO shall meet all BPS department heads, school principals and other administrators and allow the CIO to participate in the joint planning, implementation and support of BPS technology needs throughout the district.

C. The Director and CIO will co-supervise BPS IT staff.

D. The Director of Finance and Operations shall confer with the CIO regarding disciplining or coaching BPS IT staff as needed.

E. The Director and CIO shall collaborate in developing and maintaining IT procedures for ongoing support of BPS’s staff and public constituencies and work together in an effort to increase efficiency.

F. The Director will enlist the input of the CIO to periodically evaluate operations and make changes as agreed-upon needs arise.

G. The Director will enlist the help of the CIO to set up regularly-scheduled meetings with BPS IT staff, to implement agreed-upon operation efficiencies while maintaining the highest possible level of service.

H. The Director will enlist the CIO for assistance in enforcing the latest IT purchasing policies and IT security policies in adherence with BOE policies and to provide guidance and/or training as needed.

I. The Director will collaborate with the CIO when developing an IT budget for BPS, in an effort to find efficiencies.

J. The Director will call upon the CIO for assistance in planning and implementing project oversight to ensure projects are implemented according to set budgets and schedules.

K. The Director shall call upon the CIO for assistance in preparing the E-Rate grant application.
BPS, with the input of the CIO, agrees to budget for and maintain an appropriate ratio of technical staff to technology devices, and maintain Technical Coordinators position in all the schools in order to assist the CIO and BPS staff with identifying problems and providing solutions.

The CIO and the City’s IT staff will continue to support the IT network infrastructure, servers and Active Directory with the assistance of the BPS technical staff.

This MOU shall remain in effect for as long as the City and BPS agree that it is adequate to fulfill the needs of both parties. At any time the City and BPS may modify, clarify, enhance or rescind this MOU or any part thereof, upon thirty days’ notice, should either party find that the MOU no longer advances the shared goals as stated. Upon termination of this agreement, each party agrees to assume the costs for staffing and equipment for two separate IT operations.

Executed this ______ day of January 2020.

FOR THE CITY: 

__________________________
Ellen Zoppo-Sassu 
Mayor 
City of Bristol, CT

FOR THE BOE:

__________________________
Dr. Catherine Carbone 
Superintendent of Schools 
Bristol Board of Education
December 3, 2019

Amy Holmes abruptly resigned on July 17, 2019 in the middle of a very busy collection month, but there was no significant impact on customer service due to the efficiency and effectiveness of the Tax Office Staff. After thoughtful consideration over the last 5 months and observing the work load within the office, I wish to remove this position permanently from the Tax Department Budget. In the current 19-20 Budget, the PT position was allocated for $24,960.00 and now has a balance of $23,128.84.

This position was originally a FT Principal Clerk position up until January 20, 2015 when the previous Tax Collector, Teresa Babon reduced it to PT based upon the needs of the office when an employee was transferred to another department.

There will be no significant impact on the City of Bristol’s Taxpayers by eliminating this position. Please advise on what my next step is. Thank you.

Ann

Ann V. Bednaz, CCMC
Tax Collector
City of Bristol
111 North Main Street
Bristol, CT 06010
860-584-6271
City of Bristol, CT
Job Description

Job Title: Administrative Assistant-Fire
Department: Fire Department
Code: 7
FLSA Status: Non-exempt
Effective: April 1, 2020

Summary: Performs a variety of office administrative and technical work of a complex and responsible nature in the Fire Department.

Essential Duties & Responsibilities: Receives oral or written instructions from Fire Chief. Plans and organizes work according to established or standard office procedures. Determines priority of work tasks. Assigns work to clerical staff or temporary staff. Types and transcribes letters, reports, and meeting minutes from rough draft, or transcription equipment. Prepares, collates and distributes agendas, meeting materials and related information for Board of Fire Commissioners' meetings. Attends Commission meetings and records proceedings. Relieves Fire Chief of office administrative detail work. Composes and types routine correspondence and reports. Screens telephone calls and/or greets visitors, ascertains nature of business, and refers to appropriate office/person as possible. Arranges meetings and schedules appointments for Fire Chief. Compiles and coordinates data for action by Fire Chief. Prepares and maintains work schedules, attendance and leave records, and prepares and enters department payroll into automated payroll system. Assists in the preparation of Department budget by compiling information, and typing budget proposals. Monitors approved department budget by maintaining running record of line item accounts. Prepares and processes purchase orders. Receives and processes purchased items. Performs routine administrative functions as directed. Receives and records fees. Performs related bookkeeping functions. Maintains purchasing, personnel, or other administrative records. Performs any related work as required to ensure the efficient operation of the Chief’s office.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education/Experience: High school diploma or GED and four years of progressively responsible secretarial or office administrative experience. Must have excellent oral, written and interpersonal skills; math and basic bookkeeping skills. Education and experience may be substituted.

Certifications, Licenses, Registrations: None

Computer Skills: To perform this job successfully, an individual should have intermediate knowledge of Financial Management software; intermediate knowledge of Database software; intermediate knowledge of Internet software; intermediate knowledge of Purchasing software; intermediate knowledge of Payroll systems; intermediate knowledge of Spreadsheet software; and intermediate knowledge of Word Processing software.

Supervised By: Receives general supervision from the Fire Chief

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor or office environment.
Title: Administrative Assistant
Department: Fire Department

Position Goal:
Performs secretarial and office administrative work of a complex, confidential, and responsible nature in the Fire Department.

Primary Duties:
Receives oral or written instructions from Fire Chief. Plans and organizes work according to established or standard office procedures. Determines priority of work tasks. Assigns work to clerical staff or to temporary staff. Types and transcribes letters, reports, and meeting minutes from rough draft, shorthand notes, or transcription equipment. Prepares, collates and distributes agendas, meeting materials and related information for Board of Fire Commissioners' meetings. Attends Commission meetings and records proceedings. Relieves Fire Chief of office administrative detail work. Composes and types routine correspondence and reports. Screens telephone calls and/or greets visitors, ascertains nature of business, and refers to appropriate office/person as possible. Arranges meetings and schedules appointments for Fire Chief. Compiles and coordinates data for action by Fire Chief. Prepares and maintains work schedules, attendance and leave records, and prepares and enters department payroll into automated payroll system. Prepares statistical and narrative reports of some complexity. Transmits and explains Fire Chief's directions to proper persons, and follows up to assure compliance, completeness and conformance with deadlines. Assists in the preparation of Department budget by compiling information, and typing budget proposals. Monitors approved department budget by maintaining running record of line item accounts. Prepares and processes purchase orders. Receives and processes purchased items. Performs routine administrative functions as directed. Acts as representative of the Department in dealing with the public. Receives and records fees. Performs related bookkeeping functions. Reports work accomplished to Fire Chief.

Additional Duties:
Develops and maintains confidential and complex records and files. Performs special assignments and studies as required. Maintains purchasing, personnel, or other administrative records. Performs any related work as required to ensure the efficient operation of the Chief's office.

Supervised By:
Receives general supervision from Fire Chief.

Qualifications Profile:
The skills and knowledge required would generally be acquired with an Associate’s degree in Secretarial Science and three years of progressively responsible secretarial or office administrative work. Must have ability to type and effectively operate all office equipment. Must be proficient in the use of computers including but not limited to: Windows, Word, Excel, Access or equivalent.

License or Certificate:
Not Applicable.

Career Possibilities:
Promoted From: Secretary
Promoted To: Administrative Position
REQUEST FOR SALARY COMMITTEE ACTION OR REVIEW

DATE:

FROM:

FINANCIAL IMPACT (actual or estimated $$, or none):

ACTION REQUESTED (ex. Job creation, revision, upgrade, elimination, name change)

BACKGROUND/HISTORY

EFFECTIVE DATE NEEDED:

ATTACHMENTS (bulleted list; may include department overview, budget worksheet, proposed job description, etc):
To: Therese Pac, Town & City Clerk

From: Salary Committee

(Name of Board or Commission)

Contact Person: __________________________ Telephone Number: __________________________

Address: __________________________________ E-mail Address: __________________________

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Salary Committee

(Name of Board or Commission)

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<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>TIME &amp; PLACE OF MEETING</th>
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<tbody>
<tr>
<td>FEBRUARY 2020</td>
<td>19th</td>
<td>5:15 pm 1ST Floor Meeting Room City Hall</td>
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<tr>
<td>MARCH 2020</td>
<td>18th</td>
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<td>JANUARY 2021</td>
<td>20th</td>
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Yours very truly,

________________________
Chairman

________________________
(Signature)

________________________
Secretary

________________________
(Signature)

________________________
(Date)