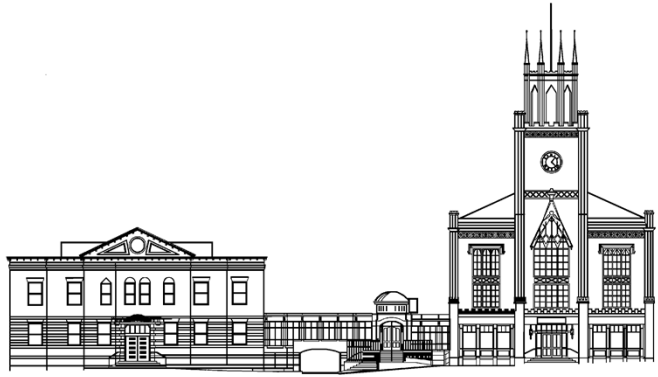




REVISED COMMITTEE ON HUMAN RESOURCES/INSURANCE

October 4, 2022 at 6:00 PM
Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen Cavanaugh, George-Kelly, Barry, Gamache, Burkush

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. HR Reports submitted by Lisa Drabik, Human Resources Director:
 - Position Summary Report
 - Vacancy Requisition Requests and Approvals
 - Summary of Arbitrations/Grievances
 - Sapphire SmartShopper Report

(Note: Provided for informational purposes only; no action is required.)
2. Communication from the HR Director recommending a change to the Medicare Supplemental Plan for retirees age 65+.
Ladies and Gentlemen, what is your pleasure?
3. Communication from the HR Director recommending the elimination of two (2) vacant Equipment Service Technician I (grade 12) positions, the addition of two (2) Inventory Specialist I (grade 13) positions, and a change in the Inventory Specialist I class specification for Central Fleet.
Ladies and Gentlemen, what is your pleasure?
4. Communication from Robert Gagne, Assessor, requesting approval for a Grade 20, step 4 (\$61,875.46) starting salary for the newly promoted Residential Assessor retroactive to August 29.

(Note: The HR Director recommends that the committee entertain additional pay steps for promotional pay raises only in exceptional circumstances so as not to create a precedent.)

Ladies and Gentlemen, what is your pleasure?

5. Communication from the HR Director recommending the addition of a grant-funded Public Health Specialist III, grade 22, position to the Health Department.
Ladies and Gentlemen, what is your pleasure?
6. Recommendations from the HR Director regarding the tabled items and future reclassification/complement change requests as follows:
 - Approve the reclassifications for tabled items 7 through 9, and the complement change for item 10;
 - Receive and file tabled items 11 through 14;
 - Keep item 15 on the table per the Public Works Director's request and pending further discussion;
 - Halt any further reclassification requests unless there are extraordinary circumstances; and
 - Continue to evaluate requests to change the complement of a department as necessary for the hiring of vacant positions.

Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

(A motion is in order to remove any item from the table.)

7. Communication from Jeff Belanger, Planning & Community Development Director, requesting the reclassification of a Planning Technician, grade 14, to a Community Development Support Specialist, grade 16.
(Note: Tabled on 9/6/22 to allow a review by the HR Director.)
8. Report of the HR Committee recommending that the request from the Public Works Director to reclassify the Clerk of the Works, grade 17, to a Project Coordinator, grade 18, be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting and tabled in committee on 9/6/22 to allow a review by the HR Director).
9. Report of the HR Committee recommending that the request from the Finance Director and Parking Manager to reclassify an Accounting Specialist II, grade 12, to an Administrative Services Manager, grade 16, be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting and tabled in committee on 9/6/22 to allow a review by the HR Director).
10. Report of the HR Committee recommending that the request from the Tax Collector to eliminate one (1) vacant Administrative Assistant I, grade 12, position and add one (1) Administrative Assistant II, grade 13, position be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting and tabled in committee on 9/6/22 to allow a review by the HR Director).

- 11.** Report of the HR Committee recommending that the request from the Water Works Director to increase labor grades as follows:
- Water Works Director from a 28 to a 29
 - Water Works Deputy Director of Water Distribution from a 25 to a 27
 - Water Works Deputy Director of Water Treatment & Supply from a 25 to a 27
 - Water Works Deputy Director of Finance & Administration from a 25 to a 27
- be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting and tabled in committee on 9/6/22 to allow a review by the HR Director).
- 12.** Communication from Brenda Masewic Adams, Tax Collector, requesting the reclassification of Customer Service Representative III's, grade 13, to Municipal Collections Clerks, grade 14.
(Note: Tabled on 9/6/22 to allow a review by the HR Director.)
- 13.** Report of the HR Committee recommending that the request from the HR Director to increase the labor grade for the Human Resources Analyst position from a 20 to a 21 be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting and tabled in committee on 9/6/22 to allow a review by the HR Director).
- 14.** Report of the HR Committee recommending that the request from the HR Director to increase the labor grade for the Compensation Manager position from a 20 to a 21 be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting and tabled in committee on 9/6/22 to allow a review by the HR Director).
- 15.** Communication from Tim Clougherty, Public Works Director, requesting the reclassification of an Application Developer/Analyst, grade 19, to an Application Developer/Analyst II, grade 20.
(Note: Tabled on 9/6/22 to allow a review by the HR Director.)

If there is no further business, a motion is in order to adjourn.