

RECEIVED FOR RECORD
WATERFORD, CT

2020 JAN 21 AM 11:06

Present: Steve Negri
Talivaldis Maidelis
Cathy Patterson

WREST: *Richard L. Conzo*
TOWN CLERK

Absent: Rik Wells
Edward Murphy

Also Present: Joyce Sauchuk, Human Resources Director

Acting Chairman Steve Negri called the meeting to order at 6:30 p.m.

1. Review and Approval of Minutes of November 21, 2019.

Mr. Negri asked for additions, deletions or corrections to the Personnel Review Board November 21, 2019 Regular Meeting Minutes.

MOTION (1): Mr. Maidelis made a motion to accept the Personnel Review Board November 21, 2019 Regular Meeting Minutes, as presented. Seconded by Ms. Patterson. (3-0) Unanimous.

2. Job Description: Floor Leader-Mechanic.

Board members reviewed Memo dated January 10, 2020 from Joyce Sauchuk, Director of Human Resources, attaching updated Job Description for the position of Floor Leader Mechanic. The position has been vacated. The Department reviewed the Job Description and title to accurately reflect the duties associated with this position. The position remains at the same pay level.

Under A. PURPOSE OF POSITION, in the first bullet "for the Town of Waterford" should follow the word "equipment".

Mr. Maidelis asked that on page 1 item D 5 an "s" be added to the word "test"

Mr. Maidelis asked that on page 2 E. MINIMUM QUALIFICATIONS, in the first bullet the word "usual" be changed to "typical." Ms. Patterson asked that in the sixth bullet the words "deal with" be changed to "work cooperatively and effectively" with.

MOTION (2): Ms. Patterson made a motion to accept the Job Description for the Floor Leader-Mechanic in the Public Works Department, as amended. Seconded by Mr. Maidelis. (3-0) Unanimous.

3. Job Description: Wastewater Collection System Electrician.

Board members reviewed Memo dated January 10, 2020 from Joyce Sauchuk, Director of Human Resources, attaching an updated Job description for the Wastewater Collection System Electrician. The position has been vacated for over a month with no applicants meeting the current minimum requirements. The Department reviewed the needs of the organization and have updated the Job Description to reflect the current needs associated with such position. The position remains at the same pay level.

Ms. Sauchuk reported we received applications but none had a CT E-1 license. Since the Town has an individual on staff with a CT E-1 license a CT E-1 license is preferred but not required and a CT E-2 would be accepted. A CDL license is needed. The position remains at the same pay level. Ms. Patterson asked if this is a union position? Ms. Sauchuk stated it is.

Ms. Patterson felt on page 1, under item D. EXAMPLES OF ESSENTIAL DUTIES, item 11 should be moved to page 2, item E, and rewritten as "ability to be a self-starter and take orders as directed"

MOTION (3): Ms. Patterson made a motion to approve the Wastewater Collection System Electrician for the Utility Commission Department, as amended. Seconded by Mr. Maidelis. (3-0) Unanimous.

MOTION (4): Ms. Patterson made a motion to adjourn the Personnel Review Board Regular Meeting of January 16, 2020 at 7 p.m. Seconded by Mr. Maidelis. (3-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary