

Personnel Review Board
Special Meeting Minutes
March 21, 2023

Present: Rik Wells, Chairman
Krum Chuchev
Talivaldis Maidelis
Kathleen Mullen-Kohl

Also Present: Christine Walters, Director of Human Resources.

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WATERFORD, CT
2023 MAR 22 A 8:58
TEST: *David J. Longo*
TOWN CLERK

Mr. Wells called the March 21, 2023 Personnel Review Board Special Meeting to order at 6:00pm.

1. **Public Comment**
None.

2. **Update of Seasonal/Occasional Job Descriptions to Coincide with the March 16, 2023 Personnel Review Board Approved Wage Schedule**

Chairman Wells stated the first action will be to eliminate the job descriptions for the positions no longer identified on the approved Seasonal/Occasional Wage Schedule.

MOTION: Mr. Maidelis made a Motion to eliminate the following job descriptions in the Recreation and Parks Department as the positions are no longer on the approved wage schedule: Summer Jobs for Minors Crew, Skating Park Attendant, Skating Pond Instructor, Summer Jobs for Minors Crew Leader, and Summer Jobs for Minors Supervisor. Seconded by Ms. Mullen-Kohl. 4-0 (Unanimous).

Ms. Walters spoke on the compression of levels on the newly approved Seasonal/Occasional Wage Schedule, leading to changes in the grade level for many positions which are identified on the spreadsheet, Attachment A.

MOTION: Mr. Maidelis made a Motion to approve the changes to the grade level of the positions on the approved Seasonal/Occasional Wage Schedule as identified in Attachment A. Seconded by Ms. Mullen-Kohl. 4-0 (Unanimous).

MOTION: Mr. Maidelis made a Motion to adjourn the Personnel Review Board Special Meeting of March 21, 2023 at 6:12pm. Seconded by Ms. Mullen-Kohl. (4-0) Unanimous.

Respectfully Submitted,

Joan S. Barnes

Joan S. Barnes
Recording Secretary

**Seasonal/Occasional
Wage Schedule**

Attachment A

Position	Department	Current Grade	Proposed Grade
Beach Gate Attendant	Rec & Parks	PT 01	Same
Basketball Program Attendant	Rec & Parks	PT 03	PT 01
Election Worker	Registrar of Voters	PT 01	Same
Parking Lot Attendant	Rec & Parks	PT 01	Same
Pool Program Attendant	Rec & Parks	PT 01	Same
Seasonal Summer Clerk	Rec & Parks	PT 01	Same
Seasonal Intern	Rec & Parks	PT 01	Same
Seasonal Assistant	Rec & Parks	PT 01	Same
Assistant Swim Instructor	Rec & Parks	PT 01	Same
Playground Assistant	Rec & Parks	PT 01	Same
Tennis Assistant	Rec & Parks	PT 01	Same
Camp Assistant	Rec & Parks	PT 01	Same
Assessor's Assistant	Assessor's Office	PT 05	PT 02
Tax Collector's Assistant	Tax Collector's Office	PT02	Same
Town Clerk Assistant II	Town Clerk's Office	PT 05	PT 02
Youth Services Assistant	Youth & Family	PT 05	PT 02
Meals-on-Wheels Driver	Senior Services	PT 04	PT 02
Driver Training	Senior Services	PT 07	PT 02
Community Center Monitor	Senior Services	PT 06	PT 02
Community Café Manager Sub	Senior Services	PT 07	PT 02
Enrollment Clerk	Senior Services	PT 05	PT 02
Community Service Officer	Police Department	PT 08	PT 03
Beach Gate Supervisor	Rec & Parks	PT 07	PT 03
Lifeguard (Pool/Beach)	Rec & Parks	PT 08	PT 03
Water Safety Instructor	Rec & Parks	PT 03	Same
Groundskeeper/Maintainer	Rec & Parks/Public Works	PT 06	PT 03
Wastewater Collection System Ass't	Utility Comm	PT 09	PT 03
Deputy Registrar of Voters	Registrar of Voters	PT 10	PT 04 no JD
Park Supervisor	Rec & Parks	PT 09	PT 04
Substitute Driver	Senior Services	PT 09	PT 04
Captain of Lifeguards	Rec & Parks	PT 09	PT 04
Pool Supervisor	Rec & Parks	PT 09	PT 04
Playground Director	Rec & Parks	PT 10	PT 05
Pool Aquatics Director	Rec & Parks	PT 10	PT 05
Waterfront Supervisor	Rec & Parks	PT 10	PT 05
Camp Director	Youth & Family	PT 10	PT 05
Part Time Public Safety Dispatcher 1	Emergency Management	PT 10	PT 06

**Seasonal/Occasional
Wage Schedule**

Attachment A

Part-Time Firefighter (hired on/after 1/1/2016)	Fire Services	PT 11	PT 07
Part-Time Firefighter (hired prior to 1/1/2016)	Fire Services	PT 12	PT 08