

Minutes

Meeting of the Job Evaluation Committee

April 26, 2022

10:30am

SUBJECT TO APPROVAL

Present: Vince Dussick, Chairman; Peter Thomas and Rob Xeller
Paula Carabetta, Human Resources Manager, Stacy Nobitz, Finance Director
and Peggy Lyons, First Selectwoman

Call to Order: The meeting was called to order at 10:33am.

Public Comments: No members of the public were present

New Business:

- Proposed inclusion into the Classified Plan the job description for the following:
 - Director of Finance/Town Administrative Services
 - Director of Town Operations
 - Administrative/Risk/Grant Manager
 - Executive Assistant
- Each job description was discussed separately in the order outlined above.
- Mr. Thomas questioned Mrs. Nobitz as to whether or not the Director of Finance/Town Admin Services would be comfortable taking on the additional duties given the recent referendums approved by the town. Mrs. Nobitz reassured Mr. Thomas that it would actually allow for a more harmonious work environment and she was not concerned.
- Chairman Dussick questioned Mrs. Lyons regarding whether or not the directors were aware of the suggested changes which she replied “yes, all directors have been notified.” There was concern regarding possible personality issues, but Peggy put those to rest.
- Lastly, there was discussion regarding the presented org chart and the positioning of the proposed Director of Finance/Town Administrative Services and Director of Town Operations as Mr. Thomas thought they should be placed above the directors in order to provide a better visual and understanding of how each position fell. In addition, it was suggested that these two job titles consider adding the word “Executive” to the beginning in order to differentiate their titles with all other Directors for the town.

- A motion to approve the job descriptions with an amendment to revise the org chart and add “Executive” to both proposed Director positions, was made by Mr. Thomas, seconded by Chairman Dussick. The motion passed unanimously.
- A motion to approve the job descriptions for Administrative/Risk/Grant Manager and Executive Assistant was made by Chairman Dussick, seconded by Mr. Thomas. The motion passed unanimously.

Old Business: None

Other: None

Adjournment: There being no further discussion a motion to adjourn was made by Peter Thomas, seconded by Chairman Dussick. The motion was approved and the meeting adjourned at 11:47am.