

COMMON COUNCIL PERSONNEL COMMITTEE

August 15, 2018

7:00 p.m. – Room 123

Norwalk City Hall-125 East Avenue, Norwalk, CT

AGENDA

1. **ROLL CALL**
2. **PLEASE NOTE: THERE IS NO PUBLIC HEARING**
3. **PUBLIC COMMENT**
4. **ACCEPTANCE OF MINUTES:** July 18, 2018
5. **OLD BUSINESS:**
 - **Discuss and vote on proposed job description – Chief of Operations & Public Works**
 - **Discuss and vote on proposed job description – Superintendent of Recreation**
 - **Discuss and vote on proposed job description – Superintendent of Public Property and Parks**
 - **Discuss and vote on proposed job description – Superintendent of Operations and Highways**
 - **Discuss and vote on proposed job description – Director of Recreation and Parks**
 - **Discuss and vote on proposed job description – Chief of Staff**
 - **Discuss and vote on proposed job description – Director of Transportation, Mobility & Parking**
 - **Discuss and vote on proposed job description –Transportation Planner**
 - **Discuss and vote on proposed job description – Chief of Economic and Community Development**
6. **NEW BUSINESS: Discuss and vote on Comptroller candidate**
7. **DISCUSSION ITEM:**
8. **ADJOURNMENT**

Title: Chief of Operations and Public Works
Department: Operations and Public Works
Grade: 02

Job Code: 0080
Classification: Ordinance
Status: Full-Time
Date: 7/13/2018

General Responsibilities:

Plans, organizes and directs the activities of the Operations and Public Works Department in the functional areas of civil engineering; road maintenance and repair; solid waste (collection and disposal); wastewater collection and treatment; and department equipment maintenance; maintain City public property including recreational and parks grounds, facilities and buildings.

Specific Duties:

Reports to the Mayor and is responsible for the following:

- Plans and organizes the activities of the department according to established policies and procedures. Establishes priorities as needed. Coordinates near-term and long-range planning of Operations and Public Works needs and opportunities for the City.
- Administers operations of the department through subordinates in the functional areas of civil engineering, public works maintenance, administration, solid waste, wastewater collections and treatment and public property including parks, grounds and facilities maintenance.
- Oversees property and equipment maintenance; ice and snow removal from City road and public areas as well as sidewalks and other City property as needed; the management of the collection and removal of solid waste and supervises the wastewater treatment system.
- Oversees professional engineering services in the investigation, design and construction of public works projects and facilities.
- Oversees regular maintenance and improvement programs for public property and parks, roads and bridges.
- Oversees and directs road maintenance projects.
- Provides engineering consultation and services to City departments, Boards and Commissions.
- Participates in the technical review of subdivision, commercial development planning and the preparation of bond assessment, inspection and cost estimates for projects.
- Oversees training and development programs for department employees.
- Oversees the preparation, maintenance and safekeeping of various City maps and documents.
- Oversees administration of new and existing grant programs in department.
- Participates in professional engineering and public administration organizations to remain current on developments in respective fields. Addresses public and private groups on Operations and Public Works programs and improvements.
- Serves as staff for Council Committee.
- Meets and negotiates agreements with attorneys, contractors, State and Federal Officials relating to Public Works matters.
- Coordinates activities with the Corporation Counsel.
- Develops and prepares budget recommendations for department and administers adopted budget.
- Administers personnel regulations and collective bargaining agreements for department.

- Prepares narrative and statistical reports for the Mayor and for the Common Council upon request.
- Performs related work as assigned.

Qualifications Profile:

Bachelor's degree in Civil Engineering and ten years of progressively responsible experience in civil engineering; with at least five years of supervisory experience at a unit or division level. Relevant graduate training in management may be substituted for the work experience on a year-for-year basis, not to exceed two years; or, any equivalent combination of education and training.

- Thorough knowledge of engineering and architectural procedures in building construction and operation, road and highway maintenance.
- A working knowledge of wastewater treatment and the ability to implement federal and state laws and regulations concerning treatment standards.
- Working knowledge of park, grounds, recreational facility and building maintenance programs.
- Knowledge of construction methods, materials and equipment.
- Knowledge of laws and regulations related to Public Works programs and responsibilities.
- Ability to plan, direct and coordinate.
- Ability to present technical information in a clear and concise manner to non-technical persons.
- Excellent oral and written communication skills.
- Ability to deal effectively with staff, officials and members of the public.
- Working knowledge of labor relations practices and procedures.
- Ability to supervise.
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License or Certificate:

Certified by the State of Connecticut as a Professional Engineer.

Motor Vehicle License preferred.

Title: ~~Director~~ Chief of Operations and of Public Works
Department: Operations and Public Works
Grade: 02

Job Code: 0080
Classification: Ordinance
Status: Full-Time
Date:

3/20/2006/7/13/2018

General Responsibilities:

Plans, organizes and directs the activities of the Operations and Public Works Department in the functional areas of civil engineering; road maintenance and repair; solid waste (collection and disposal); wastewater collection and treatment; and department equipment maintenance; maintain City public property including recreational and parks grounds, facilities and buildings.-

Specific Duties:

Reports to the Mayor and is responsible for the following:

- Plans and organizes the activities of the department according to established policies and procedures. Establishes priorities as needed. Coordinates near-term and long-range planning of Operations and Public Works needs and opportunities for the City.
- Administers operations of the department through subordinates in the functional areas of civil engineering, public works maintenance, administration, solid waste, wastewater collections and treatment and public property including parks, grounds and facilities maintenance.
- Oversees property and equipment maintenance; ice and snow removal from City road and public areas as well as sidewalks and other City property as needed; the management of the collection and removal of solid waste and supervises the wastewater treatment system.
- Oversees professional engineering services in the investigation, design and construction of public works projects and facilities.
- Oversees regular maintenance and improvement programs for public property and parks, roads and bridges.
- Oversees and directs road maintenance projects.
- Provides engineering consultation and services to City departments, Boards and Commissions.
- Participates in the technical review of subdivision, commercial development planning and the preparation of bond assessment, inspection and cost estimates for projects.
- Oversees training and development programs for department employees.
- Oversees the preparation, maintenance and safekeeping of various City maps and documents.
- Oversees administration of new and existing grant programs in department.
- Participates in professional engineering and public administration organizations to remain current on developments in respective fields. Addresses public and private groups on Operations and Public Works programs and improvements.
- Serves as staff for Council Committee.
- Meets and negotiates agreements with attorneys, contractors, State and Federal Officials relating to Public Works matters.
- Coordinates activities with the Corporation Counsel.
- Develops and prepares budget recommendations for department and administers adopted budget.
- Administers personnel regulations and collective bargaining agreements for department.

- Prepares narrative and statistical reports for the Mayor and for the Common Council upon request.
- Performs related work as assigned.

Qualifications Profile:

Bachelor's degree in Civil Engineering and ten years of progressively responsible experience in civil engineering; with at least five years of supervisory experience at a unit or division level. Relevant graduate training in management may be substituted for the work experience on a year-for-year basis, not to exceed two years; or, any equivalent combination of education and training.

- Thorough knowledge of engineering and architectural procedures in building construction and operation, road and highway maintenance.
- A working knowledge of wastewater treatment and the ability to implement federal and state laws and regulations concerning treatment standards.
- **Working knowledge of park, grounds, recreational facility and building maintenance programs.**
- Knowledge of construction methods, materials and equipment.
- Knowledge of laws and regulations related to Public Works programs and responsibilities.
- Ability to plan, direct and coordinate.
- Ability to present technical information in a clear and concise manner to non-technical persons.
- Excellent oral and written communication skills.
- Ability to deal effectively with staff, officials and members of the public.
- Working knowledge of labor relations practices and procedures.
- Ability to supervise.
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License or Certificate:

Certified by the State of Connecticut as a **P**professional Engineer.

Motor Vehicle License preferred.

Director of Public Works – 0080

Public Works

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~~3/20/2006 Administrative Change~~

City of Norwalk

Job Code: 0126

Title: Superintendent of Recreation
Department: Operations and Public Works

NASA/Grade: 06
Date: 7/13/2018

Position Definition: Develops, coordinates and supervises community recreational, social and cultural programs; and assists the Director of Recreation and Parks in the planning and administration of the Department's programs and activities.

General Duties: Receives oral or written direction from Director Recreation and Parks.. Plans, organizes and implements work according to a planned schedule. Independently establishes priorities in regular duties. Assists in preparing annual budget recommendations for program areas and administers operating budget, capital and non-recurring accounts. Makes recommendations for fee schedules and projects revenues for budget making. Coordinates, implements and provides comprehensive year round, seasonal and special events programs. Assists in the evaluation of recreational assistants and recommends employment, training, promotion and disciplinary action. Reviews and evaluates recreational programs and facilities. Recommends sites for recreational programs. Prepares studies and makes reports on near term and future programs and activities. Prepares statistical and narrative reports of some complexity. Develops schedules, plans tournaments and special events, and prepares public relations information. Coordinates availability of athletic fields and facilities for league use. Monitors recreation programs to assure proper operations, safety and supervision. Prepares specifications for materials, equipment and supplies. Reports work accomplished to the Director.

Additional Duties: Coordinates activities with public and private cultural and recreational organizations. Develops interest in recreation, cultural and social programs by speaking to social groups. Requisitions materials, supplies and equipment as needed. Assumes responsibility for recreation programs in the absence of assigned Supervisor.

Supervised By: Receives general direction from the Director of Recreation and Parks.

Qualifications Profile: The skills and knowledge required would generally be acquired with a Master's degree in Recreation Administration, Physical Education, or some closely related field, and three years of increasingly responsible experience in municipal or group recreation or a closely related field, including two years in a supervisory role. Knowledge and skill in executing the principles and practices of municipal recreation and its administration, including planning, organizing, budgeting and program evaluation. Ability to assess community recreational needs and to initiate, organize and follow through on recreation programs and projects. Ability to deal effectively with employees, different age groups, and the media. Ability to supervise, train and evaluate employees. Ability to acquire the skills to use data processing equipment to secure more effective and efficient operations. Ability to present ideas and programs to individuals or groups. Ability to make clear, concise oral and written reports.

License or Certificate: Motor Vehicles Operator's License.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive every task or responsibility.

City of Norwalk

Job Code: 0126

Title: Superintendent of Recreation

NASA/Grade: 06

Department: ~~Recreation & Parks/Administration~~ Operations and Public Works

Date: 7/13/2018

Position Definition: Develops, coordinates and supervises community recreational, social and cultural programs; and assists the Director of Recreation and ; Parks ~~and Building Management~~ in the planning and administration of the Department's programs and activities.

General Duties: Receives oral or written direction from ~~Director Recreation and Parks.assigned-Supervisor.~~ Plans, organizes and implements work according to a planned schedule. Independently establishes priorities in regular duties. Assists in preparing annual budget recommendations for program areas and administers operating budget, capital and non-recurring accounts. Makes recommendations for fee schedules and projects revenues for budget making. Coordinates, implements and provides comprehensive year round, seasonal and special events programs. Assists in the evaluation of recreational assistants and recommends employment, training, promotion and disciplinary action. Reviews and evaluates recreational programs and facilities. Recommends sites for recreational programs. Prepares studies and makes reports on near term and future programs and activities. Prepares statistical and narrative reports of some complexity. Develops schedules, plans tournaments and special events, and prepares public relations information. Coordinates availability of athletic fields and facilities for league use. Monitors recreation programs to assure proper operations, safety and supervision. Prepares specifications for materials, equipment and supplies. Reports work accomplished to the Director.

Additional Duties: Coordinates activities with public and private cultural and recreational organizations. Develops interest in recreation, cultural and social programs by speaking to social groups. Requisitions materials, supplies and equipment as needed. Assumes responsibility for recreation programs in the absence of assigned Supervisor.

Supervised By: Receives general direction from the Director of Recreation and; Parks.~~and Building Management.~~

Qualifications Profile: The skills and knowledge required would generally be acquired with a Master's degree in Recreation Administration, Physical Education, or some closely related field, and three years of increasingly responsible experience in municipal or group recreation or a closely related field, including two years in a supervisory role. Knowledge and skill in executing the principles and practices of municipal recreation and its administration, including planning, organizing, budgeting and program evaluation. Ability to assess community recreational needs and to initiate, organize and follow through on recreation programs and projects. Ability to deal effectively with employees, different age groups, and the media. Ability to supervise, train and evaluate employees. Ability to acquire the skills to use data processing equipment to secure more effective and efficient operations. Ability to present ideas and programs to individuals or groups. Ability to make clear, concise oral and written reports.

License or Certificate: Motor Vehicles Operator's License.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive every task or responsibility.

City of Norwalk

Job Code: 0125

Title: Superintendent of Public Property and Parks
Department: Operations and Public Works

NASA/Grade: 06
Date: 7/13/2018

Position Definition: Organizes and supervises the construction, care and maintenance of City public property including parks, beaches, recreational areas, facilities and public grounds; and provides technical assistance to other City departments.

General Duties: Receives oral or written instructions from Director of Recreation and Parks. Plans work according to activity or seasonal priority. Establishes priorities to meet schedule, seasonal or emergency needs. Implements a plan to systematically maintain parks, recreational facilities and equipment. Assigns subordinates to construction, maintenance or care tasks. Supervises the preparation and lining of playing fields. Supervises the care of turf, shrubs and trees, including periodic spraying of herbicides and pesticides. Supervises the tree removal and maintenance programs for the entire City. Supervises the maintenance of playgrounds, recreational facilities and equipment. Supervises the construction of new recreational facilities. Oversees the maintenance and repair of unit vehicles, construction equipment and facilities-related equipment. Recommends equipment purchases and specifications. Assigns and has custody of tools and equipment. Recommends the promotion and discipline of employees. Trains subordinates, including seasonal workers, in maintenance activities and standard safety procedures. Makes unit budget recommendations and submits to Director. Initiates purchase of supplies and materials as needed. Maintains inventory of assigned materials, supplies and equipment. Reports work accomplished to Director of Recreation and Parks.

Additional Duties: Coordinates maintenance of facilities and equipment with recreational staff members. Participates in recreational planning by advising on facilities and equipment availability and needs. Provides technical consultation to other City departments including the Board of Education.

Supervised By: Receives general supervision from the Director of Recreation and Parks.

Qualifications Profile: The skills and knowledge required would generally be acquired with an Associate's degree in Landscape Planning, Horticulture or some closely related field, with five years experience in parks or grounds maintenance work, including two years supervisory experience. Advanced education or practical work experience may be substituted for work education or experience, totaling seven years. Ability to develop a parks and recreation facilities maintenance program in meeting seasonal deadlines. Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form. Ability to deal with problems involving several concrete variables in or from standardized situations. Ability to deal effectively with professional staff, the public and the media. Knowledge of the techniques and methods used in the care of turf, trees and shrubs. Ability to plan, supervise and implement herbicide and pesticide spraying program. Familiarity with the operation of mechanical and heavy equipment. Vocational training in soils and/or tree management work desirable. Ability to recruit, train and supervise park and equipment maintenance employees.

License or Certificate: Connecticut Motor Vehicle Operator's License. Spraying license as a Grounds Supervisor desirable. Tree Warden Certification is desirable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Title: Superintendent of **Public Property and Parks Maintenance**
NASA/Grade: 06
Department: **Operations and Public Works**~~Recreation and Parks/Maintenance~~
Date: **7/13/2018**

Position Definition: Organizes and supervises the construction, care and maintenance of City **public property including** parks, **beaches**, recreational areas, facilities and public grounds; and provides technical assistance to other City departments.

General Duties: Receives oral or written instructions from Director of Recreation and Parks. Plans work according to activity or seasonal priority. Establishes priorities to meet schedule, seasonal or emergency needs. Implements a plan to systematically maintain parks, recreational facilities and equipment. Assigns subordinates to construction, maintenance or care tasks. Supervises the preparation and lining of playing fields. Supervises the care of turf, shrubs and trees, including periodic spraying of herbicides and pesticides. **Supervises the tree removal and maintenance programs for the entire City.** Supervises the maintenance of playgrounds, recreational facilities and equipment. Supervises the construction of new recreational facilities. Oversees the maintenance and repair of unit vehicles, construction equipment and facilities-related equipment. Recommends equipment purchases and specifications. Assigns and has custody of tools and equipment. Recommends the promotion and discipline of employees. Trains subordinates, including seasonal workers, in maintenance activities and standard safety procedures. Makes unit budget recommendations and submits to Director. Initiates purchase of supplies and materials as needed. Maintains inventory of assigned materials, supplies and equipment. Reports work accomplished to Director **of Recreation and Parks.**

Additional Duties: Coordinates maintenance of facilities and equipment with recreational staff members. Participates in recreational planning by advising on facilities and equipment availability and needs. Provides technical consultation to other City departments including the Board of Education.

Supervised By: Receives general supervision from the Director of Recreation and Parks.

Qualifications Profile: The skills and knowledge required would generally be acquired with an Associate's degree in Landscape Planning, Horticulture or some closely related field, with five years experience in parks or grounds maintenance work, including two years supervisory experience. Advanced education or practical work experience may be substituted for work education or experience, totaling seven years. Ability to develop a parks and recreation facilities maintenance program in meeting seasonal deadlines. Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form. Ability to deal with problems involving several concrete variables in or from standardized situations. Ability to deal effectively with professional staff, the public and the media. Knowledge of the techniques and methods used in the care of turf, trees and shrubs. Ability to plan, supervise and implement herbicide and pesticide spraying program. Familiarity with the operation of mechanical and heavy equipment. Vocational training in soils and/or tree management work desirable. Ability to recruit, train and supervise park and equipment maintenance employees.

License or Certificate: Connecticut Motor Vehicle Operator's License. Spraying license as a Grounds Supervisor desirable. **Tree Warden Certification is desirable.**

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

City of Norwalk

Job Code: 0121

Title: Superintendent of Operations and Highways

NASA/GRADE 8

Department: Operations and Public Works

Date: 7/13/2018

Position Definition: Provides planning, administration and supervision of highway maintenance programs that include the repair, maintenance, servicing and construction of city infrastructure involving roads, roadway drainage systems, sidewalks, rights-of-way, bridges and traffic management measures and devices.

General Duties: Under the general supervision of the Chief of Operations and Public Works receives oral instruction and/or work orders. Organizes and implements standard practices and maintenance plans. Assigns work through line supervisors in the functional area roadway operations and maintenance. Plans and supervises snow removal operations, including establishment of plow routes, removal priorities and use of private contractors. Oversees road or bridge emergency work. Verifies vehicles and construction equipment are maintained in accordance with schedules and properly operated. Oversees Public Works Center facility and coordinates permitting with Environmental Administrator. Carries out personnel policies and collective bargaining agreement terms for Section employees and receives grievances. Evaluates performance of employees. Evaluates work methods and procedures and effects improvements. Promotes a safe work environment and implements safety programs. Coordinates training programs for employees, including equipment operation and general work methods. Participates in community and municipal government meetings. Coordinates work requests with the Customer Service Center and responds to the public. Resolves public complaints independently, or develops recommendations for long-term solutions. Makes recommendations and prepares annual budget and monitors expenditures. Prepares statistical and narrative reports. Prepares bid packages and procures goods and services as needed. Provides oversight of contractor work. Advises on project priorities. Reports work accomplished. Participates in the long-range and near-term planning for the department.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Required knowledge, skills and abilities: The skills and knowledge required would generally be acquired with a Bachelor's degree in Civil Engineering, Construction Management, Public Administration, or related area, and eight years of progressively responsible experience in public works, highway maintenance and construction, including five years of supervisory experience. Understanding and ability to use computer operational systems, including word processing, spreadsheets, GPS, GIS, and database programs. Thorough knowledge of operations involved in the construction, repair and maintenance of City infrastructure. Ability to apply principles of supervision to solve practical problems and to deal with a variety of concrete variables, where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagrammatic or schedule form. Ability to plan, organize and oversee seasonal maintenance programs, as well as, emergency response programs. Ability to supervise. Ability to deal with engineering and maintenance staff in a positive, effective manner. Ability to deal with public in a courteous and efficient manner. Knowledge of the operation of heavy construction equipment. Ability to make recommendations for the purchase of department equipment and services. Ability to write reports, maintain records, and prepare department budgets.

Supplemental Information:

License or Certificate: Class B Connecticut Commercial Driver's License (CDL).

City of Norwalk

Job Code: 0121

Title: : ~~Highway~~ Superintendent of Operations and Highways
NASA/GRADE -87

Department: Operations and Public Works ~~Public Works~~

Date:

~~2/26/2014~~ 7/13/2018

Position Definition: Provides planning, administration and supervision of highway maintenance programs that include the repair, maintenance, servicing and construction of city infrastructure involving roads, roadway drainage systems, sidewalks, ~~trees~~, rights-of-way, bridges and traffic management measures and devices.

General Examples of Duties: ~~Under the general supervision of the Chief of Operations and Public Works~~ receives oral instruction and/or work orders. ~~in addition to eOrganizing and implementing~~ standard practices and maintenance plans. Assigns work through line supervisors in the functional area roadway operations and maintenance. Plans and supervises snow removal operations, including establishment of plow routes, removal priorities and use of private contractors. Oversees road or bridge emergency work. ~~Serves as Deputy Tree Warden and supervises City tree removal and maintenance programs.~~ Verifies vehicles and construction equipment are maintained in accordance with schedules and properly operated. Oversees Public Works Center facility and coordinates permitting with Environmental Administrator. Carries out personnel policies and collective bargaining agreement terms for Section employees and receives grievances. Evaluates performance of employees. Evaluates work methods and procedures and effects improvements. Promotes a safe work environment and implements safety programs. Coordinates training programs for employees, including equipment operation and general work methods. Participates in community and municipal government meetings. Coordinates work requests with the Customer Service Center and responds to the public. Resolves public complaints independently, or develops recommendations for long-term solutions. Makes recommendations and prepares annual budget and monitors expenditures. Prepares statistical and narrative reports. Prepares bid packages and procures goods and services as needed. Provides oversight of contractor work. Advises on project priorities. Reports work accomplished. Participates in the long-range and near-term planning for the department.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Required knowledge, skills and abilitiesTypical Qualifications: The skills and knowledge required would generally be acquired with a Bachelor's degree in Civil Engineering, Construction Management, Public Administration, or related area, and eight years of progressively responsible experience in public works, highway maintenance and construction, including five years of supervisory experience. Understanding and ability to use computer operational systems, including word processing, spreadsheets, GPS, GIS, and database programs. Thorough knowledge of operations involved in the construction, repair and maintenance of City infrastructure. Ability to apply principles of supervision to solve practical problems and to deal with a variety of concrete variables, where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagrammatic or schedule form. Ability to plan, organize and oversee seasonal maintenance programs, as well as, emergency response programs. Ability to supervise. Ability to deal with engineering and maintenance staff in a positive, effective manner. Ability to deal with public in a courteous and efficient manner. Knowledge of the operation of heavy construction equipment. Ability to make recommendations for the purchase of department equipment and services. Ability to write reports, maintain records, and prepare department budgets.

Supplemental Information:

License or Certificate: Class B Connecticut Commercial Driver's License (CDL). ~~and Certified Tree Warden.~~

Title: Director of Recreation and Parks
Department: Operations and Public Works
Grade: 02

Job Code: 0065
Classification: Ordinance
Status: Full-Time
Date: 7/13/2018

General Responsibilities:

Plans, organizes and directs comprehensive group recreational, social and cultural programs, and coordinates the care and maintenance of parks and recreation buildings, grounds and facilities.

Specific Duties:

Reports to the Chief of Operations and Public Works and receives policy guidance from the Recreation and Parks Committee, and Land Use and Building Management Committee; and is responsible for the following:

- Develops, coordinates and implements a variety of community recreational, social and cultural programs.
- Oversees maintenance schedule for parks, recreational and associated building facilities.
- Administers and supervises programs in the functional areas of Recreation, Parks and Grounds and Building Maintenance.
- Supervises the employment and performance evaluation of regular and seasonal employees.
- Oversees program schedules, tournaments and special events.
- Reviews and evaluates recreational programs and facilities.
- Develops near-term and long-range planning for programs.
- Oversees the preparation of brochures, news releases and other public relations materials.
- Coordinates activities with City Departments and private recreational, civic, social and cultural organizations.
- Oversees the collection and accounting of various fees and charges.
- Supervises the preparation and administration of the department's operating budget and capital improvements budget.
- Prepares regular narrative and statistical reports for the Mayor and the Common Council upon request.
- Administers collective bargaining agreement and personnel policies for department employees.
- Serves as staff for Council Committee and plans agenda and meeting materials.
- Oversees park, recreational and building grant requests to the State and Federal Governments for intergovernmental assistance.
- Oversees specifications for equipment, materials and supplies.
- Plans work according to seasonal schedule.
- Confers with Recreation, Park and Land Use and Building Management Council Committees to establish general policies and to review programs. Establishes priorities as determined by need.
- Speaks on department matters to local civic and cultural organizations.
- Assures training and development programs for regular and seasonal employees.
- Participates in professional recreational organizations to maintain awareness of developments in the field of parks, recreation and building administration.
- Performs related work as assigned.

Qualifications Profile:

Master's degree in Recreation and Park Administration, Public Administration or a closely-related field and four years of increasingly responsible experience in Municipal Park and Recreation Administration, including three years of management experience.

- Building maintenance experience desirable.
- Ability to prepare and maintain an operating budget for a multi-faceted program.
- Ability to develop a capital improvement budget for park, recreation and building projects.
- Administrative and executive ability to initiate, organize and follow through on comprehensive recreational and park programs and projects.
- Ability to acquire a working knowledge of the principles and practices of administering a municipal building maintenance program.
- Ability to deal effectively with elected officials, members of the general public and the media.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to present ideas and policies to individuals and groups.
- Ability to supervise

License or Certificate:

Motor Vehicle License preferred.

Title:	Director of Recreation and Parks; Building Management	Job Code: 0065	Classification:
	Ordinance		
Department:	Recreation & Parks Administration Operations and Public Works	Status:	
Full-Time			
Grade:	02	Date: 3/20/2006 7/13/2018	

General Responsibilities:

Plans, organizes and directs comprehensive group recreational, social and cultural programs, and coordinates the care and maintenance of parks ~~and~~; recreation ~~and City~~ buildings, grounds and facilities.

Specific Duties:

Reports to the ~~Mayor~~ Chief of Operations and Public Works and receives policy guidance from the Recreation and Parks Committee, and Land Use and Building Management Committee; and is responsible for the following:

- Develops, coordinates and implements a variety of community recreational, social and cultural programs.
- Oversees maintenance schedule for parks, recreational and ~~associated City~~ building facilities.
- Administers and supervises programs in the functional areas of Recreation, Parks and Grounds and Building Maintenance.
- Supervises the employment and performance evaluation of regular and seasonal employees.
- Oversees program schedules, tournaments and special events.
- Reviews and evaluates recreational programs and facilities.
- Develops near-term and long-range planning for programs.
- Oversees the preparation of brochures, news releases and other public relations materials.
- Coordinates activities with City Departments and private recreational, civic, social and cultural organizations.
- Oversees the collection and accounting of various fees and charges.
- ~~Supervises the preparation and administration of the department's operating budget and capital improvements budget.~~
- ~~Advises City departments of building maintenance costs projections for inclusion in operating budgets.~~
- Prepares regular narrative and statistical reports for the Mayor and the Common Council upon request.
- Administers collective bargaining agreement and personnel policies for department employees.
- Serves as staff for Council Committee and plans agenda and meeting materials.
- Oversees park, recreational and building grant requests to the State and Federal Governments for intergovernmental assistance.
- Oversees specifications for equipment, materials and supplies.
- Plans work according to seasonal schedule.
- Confers with Recreation, Park and Land Use and Building Management Council Committees to establish general policies and to review programs. Establishes priorities as determined by need.
- Speaks on department matters to local civic and cultural organizations.
- Assures training and development programs for regular and seasonal employees.
- Participates in professional recreational organizations to maintain awareness of developments in the field of parks, recreation and building administration.
- Performs related work as assigned.

Qualifications Profile:

Master's degree in Recreation and Park Administration, Public Administration or a closely-related field and four years of increasingly responsible experience in Municipal Park and Recreation Administration, including three years of management experience.

- Building maintenance experience desirable.
- Ability to prepare and maintain an operating budget for a multi-faceted program.
- Ability to develop a capital improvement budget for park, recreation and building projects.
- Administrative and executive ability to initiate, organize and follow through on comprehensive recreational and park programs and projects.
- Ability to acquire a working knowledge of the principles and practices of administering a municipal building maintenance program.
- Ability to deal effectively with elected officials, members of the general public and the media.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to present ideas and policies to individuals and groups.
- Ability to supervise

License or Certificate:

Motor Vehicle License preferred.

Chief of Staff- 0025
Mayor's Office

Title: Chief of Staff
Department: Mayor's Office
Grade: 02

Job Code: 0025
Classification: Ordinance
Status: Full-Time
Date: 7/13/2018

Position Definition: Under general policy direction from the Mayor, plans, organizes, manages and directs the day-to-day operations and activities of the Mayor's office; provides expert professional assistance and support to the Mayor on a wide range of highly complex, sensitive and confidential topics; researches, analyzes and provides recommendations regarding difficult, sensitive, important and wide-ranging policy areas; serves as the Mayor's liaison to multiple bureaus, Citywide departments, committees and councils; and performs related duties as assigned.

General Duties: Coordinates activities of City Departments on behalf of the Mayor by assigning priorities and objectives to department heads and professional staff. In concert with the Mayor, reviews annual city operating budget and capital budget, monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and presented to the City Council. Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes. Assists Mayor in developing and implementing city-wide initiatives and policy. Represents the Mayor's Office at meetings of municipal staff, special committees and agencies in Mayor's absence. Provides additional staff support and performs further assignments as directed by the Mayor. Prepares statistical and narrative reports on issues and policy alternatives as directed by the Mayor. Conducts special studies for the Common Council, Boards, or Commissions as directed by the Mayor. Reports work accomplished to the Mayor. Transmits directions of Mayor to Departments and follows up to assure compliance and timely completion of assignments. Conveys Mayor's priorities for work assignments to administrative personnel. Responds to requests for information and procedural assistance from municipal departments. Acts as a liaison between Mayor, departments, and working committees. Plans and organizes work according to standard procedure. Performs related work as assigned.

Supervised By: Receives general and specific direction from the Mayor.

Required Knowledge, Skills, and Abilities: Knowledge of City Government organization, ordinances, rules, policies, and procedures relating to the administration of an elected official's office. Knowledge of advanced administrative principles and methods, including goal setting, program development and implementation. Knowledge of legislative methods, techniques and procedures of the City Council and other political sub divisions. Knowledge of City Charter and Code provisions, ordinances and policies applicable to areas of assigned responsibility. Ability to interact professionally and effectively with citizens, department heads, staff members, elected officials and media. Ability to apply principles of public or business administration to define problems, collect data, research policy alternatives, and offer constructive executive and legislative solutions. Ability to prepare and present, either orally or in writing, concise and clear reports of City programs, procedures and activities.

Minimum Qualifications: Bachelor's Degree in Public Administration, Business Administration, or some closely related field; a Master's degree in Public Administration or a Law degree is preferred, or, the equivalent combination of training and experience. Minimum of 5 years of direct work experience in government or with government agencies.

License or Certificate: Motor Vehicle Operator's license desirable.

City of Norwalk

Job Code: ****

Title: Director of, Transportation, Mobility and Parking
Department: Economic and Community Development

NASA/Grade:

Date: 7/16/2018

Position Definition: Manages and directs all matters pertaining to the transportation planning, mobility and parking functions and responsibilities of the City. Responsible for the planning, execution, and administration of plans and programs for the City's transportation functions and programs.

General Duties: Establishes policies, programs and initiatives to align transportation, mobility and parking programs with community development goals and objectives. Implement programs to address areas of concern such as connectivity between neighborhoods and business districts, safe routes to school, automobile alternatives, the circulator or similar initiatives, bike/walk issues, increased parking, and similar programs. Oversee all aspects of transportation, safety and control including traffic planning and analysis on City and private development applications. Coordination of short-term and long-term planning of public transportation needs and opportunities for the City. Acts as City liaison to the Parking Authority and Norwalk Transit, and represents the City before all relevant commissions and councils.

Additional Duties: Conducts studies, program assessments, analyzes and evaluates expenditure and revenue data and develops multi-year financial forecasts for the department. Makes recommendations for procedural improvements, including the development and design of information systems improvements.

Supervised By: Receives general supervision from the Chief of Community and Economic Development. Supervise the parking enforcement employees, the parking vendors and transportation services employees.

Required Knowledge, Skills, and Abilities: Thorough knowledge of planning and coordination of urban and suburban transportation, mobility and parking programs and projects. Knowledge of municipal construction projects and related budgetary principles. A working knowledge of municipal financial operations, procedures and reporting requirements. Ability to apply financial and management principles to solve practical problems and deal with a variety of problems and issues independently. Ability to make oral and written presentations in clear, concise and understandable form. Ability to supervise. Ability to work effectively with department heads, employees and elected officials.

Qualifications Profile: Master's degree in Public Administration, Business Administration, Urban Planning, Municipal Planning, or closely related field and two years experience in municipal management and budget and financial administration, including two years of supervisory experience.

License or Certificate: Not applicable.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

City of Norwalk

Job Code:

Title: Transportation Planner

Union/Grade:

Department: Planning and Zoning

Date: 6/22/2018

Position Definition: Performs professional tasks relating to transportation planning; including transportation project development, implementation management and other transportation studies as needed.

General Duties: Coordinates transportation studies. In consultation and coordination with the Director of Transportation, Mobility and Parking, plans and develops transportation and traffic calming projects with an emphasis on complete streets, which accommodate all roadway users including pedestrians, transit passengers, cyclists and motorists. Acts as the project manager for various projects from conception to implementation, to include but not limited to, the daily management, supervision, coordination and completion of the design and construction phases, including community outreach and engagement. Analyzes existing transportation data and programs, as well as safety and crash data; develops recommendations for modification or improvement. Provides technical advice and consultation. Participates in the preparation of contracts for transportation planning activities; assists in the preparation of fiscal documentation, and monitors expenditures related to transportation planning projects. Meets with various public groups, municipal and state officials to work toward long-term solutions for transportation-related projects such as street enhancements for pedestrians, cyclists, transit passengers and motorists. Reviews bus shelter placement, rail/bus integration, shuttle-bus routing, pool programs with local companies, and other transit enhancements. Researches and resolves complaints and problems; develops and analyzes customer surveys to determine customer satisfaction; develops methods of operation to meet public demand for service. Prepares documentation for transportation projects to comply with State and Federal environmental reviews and regulations; prepares other written reports as required. Develops and writes grants for various transportation projects. Acts as department liaison for Transportation Technical Advisory Group, Norwalk Transit District, and Bike/Walk Commission and other advisory panels as directed. Performs traffic counts and examines efficiency of on-street and off-street parking, and interrelationships with mass transit alternatives.

Additional Duties: Prepares clear, sound, accurate and informative transportation and other planning reports and studies containing findings, conclusions and recommendations. Reviews and analyzes publications including journals and newsletters. Other related duties as assigned.

Supervised By: Supervised by the Director of Planning and Zoning and receives general supervision from the Transportation, Mobility and Parking Director or its designee.

Minimum Qualifications: Bachelor's degree in Engineering, Traffic Engineering, Transportation Planning, Urban Planning, Transportation/Civil Engineering or a related field and two (2) years of experience in traffic engineering and/or transportation planning. Master's degree in Transportation/Civil Engineering, Transportation Planning or Urban Planning with emphasis on Transportation may be substituted for one year of work experience.

Required Knowledge, Skills, and Abilities: Knowledge of complete streets design philosophy and experience developing projects which accommodate non-motorized roadway users. Knowledge of the theories, practices and principles of transportation systems planning. Knowledge of the varied transportation problems associated with the growth of urban centers, the movement of goods and people and other attendant conditions. Knowledge of the technical problems associated with comprehensive transportation planning activities. Knowledge of the various conditions affecting transportation systems. Knowledge of the techniques used in data collection and the conduct of surveys, and in other planning and research methods, including traffic analysis methods. Knowledge of Federal Transportation programs. Ability to conduct independent research related to transportation planning and traffic engineering. Ability to identify current transportation conditions, trends and needs. Ability to analyze and resolve transportation planning problems. Ability to conduct independent research and survey activities related to transportation planning and traffic engineering. Ability to prepare clear, accurate and informative reports and studies containing findings, conclusions and recommendations. Ability to assess the social, economic and land use consequences of transportation projects. Ability to comprehend, analyze and interpret laws and regulations. Ability to provide professional advice and guidance on transportation and planning matters.

License or Certificate: Valid Motor Vehicle Operator's License.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

City of Norwalk

Job Code:

Title: Chief of Economic and Community Development

Union/Grade:

Department: Economic and Community Development

Date: 7/13/2018

Position Definition: Plans, organizes and implements economic and community development functions from conception to completion, including planning, zoning, code enforcement, business development and tourism, recruitment, and guidance to incoming businesses, retention of businesses, city revitalization and blight issues, mobility and parking, and promotion of the City attributes. Implements economic development goals and objectives for the City, interfaces and coordinates with the development community, local businesses and various City departments and staff.. Oversees and coordinates the Departments of Planning and Zoning, Code Enforcement, Business Development and Tourism and Transportation, Mobility and Parking.

General Duties: Reports to the Mayor and is responsible for the following:

Directs and coordinates the activities of the City's Office of Economic and Community Development with other City departments, boards and agencies; business and organizations; community groups; and regional, state and federal agencies. Analyzes existing economic situations relative to business attraction and expansion; reviews modern techniques for business attraction and retention and negotiates and resolves sensitive and controversial issues; monitors program performance and provides reports to the Mayor. Ensures implementation and enforcement of planning and zoning ordinances. Issues interpretations of city zoning, planning, building and related ordinances and regulations. Develops and implements short and long term economic development goals; gathers information and prepares studies, reports and recommendations to retain existing business, to attract new business, and to present a positive image of the City. Becomes familiar with the existing inventory of available public and private buildings and businesses and land areas in the City. Monitors and evaluates the effectiveness of various community and economic development programs and efforts. Develops infrastructure (industrial parks, utilities, transportation, etc.) to support business growth and expansion. Researches, identifies and utilizes resources for community and economic development, including sources of funding and technical expertise. Meets with the public, developers and contractors; discussing planning, zoning and development issues; interprets information in City ordinances pertaining to the department. Researches and analyzes business, economic, socioeconomic and related data affecting strategic planning of community and economic development activities. Monitors local, state and Federal legislation and regulations relating to community and economic development, and reports findings, trends and recommendations to staff and the Mayor. Maintains good relationships with public and government officials, business leaders, developers, local and regional organizations, and the general public.

Additional Duties: Attends professional, civic, and social gatherings, as appropriate, to represent and promote interests of the City and to collect information pertinent to advancement of interests of the City. May prepare, write and administer grant applications related to economic development. Provides information and makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services and plans. Establishes and maintains a database information system pertaining to the City's economic development and makes this information available to the public. Other related duties as assigned.

Supervised By: Receives general supervision from the Mayor or its designee.

Minimum Qualifications: Bachelor's Degree in Business Administration, Urban Planning, Public Administration, Planning or closely related field and seven (7) years of increasingly responsible experience in municipal economic and/or community development including two (2) years of supervisory capacity. Master's Degree in Urban Planning or Public Administration preferred and may be substituted for two years of the aforementioned practical work experience.

Required Knowledge, Skills, and Abilities: Thorough knowledge of economic development planning, strategies, implementation and program evaluation. Comprehensive knowledge of economic development issues, principles and techniques, including state and federal policies and programs, capital improvements programming, applicable regulations and regulatory devices, associated data sources and information systems. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with department heads, elected and appointed officials, other governmental agencies, business and community organizations, the public and the media. Must have demonstrated experience successfully completing time-sensitive and/or high profile projects through collaboration, consensus and creativity. A goal-oriented thinker who has the ability to set clear priorities among multiple tasks and stay focus on project benchmarks and deadlines. Ability to make presentations, write reports and other communication practices; experienced in public relations. Knowledge of general office management and practices, interpersonal communication, employee supervision, and the ability to motivate and direct the work of others. Ability to read, interpret and apply complex written material. Ability to use and comprehend computer software programs.

License or Certificate: Preferred Certification: Certified Economic Developer (CEcD)

Valid Motor Vehicle Operator's License.

**CITY OF NORWALK
PERSONNEL COMMITTEE
JULY 18, 2018**

ATTENDANCE: Barbara Smyth, Chair; Beth Siegelbaum; Doug Stern;
Ernie Dumas; Gregory Burnett (7:05PM)

STAFF: Ray Burney, Director of Personnel

OTHERS: Karen Lyons, Stuart Wells; Diane Lauricella

1. CALL TO ORDER

Ms. Smyth called the meeting to order at 7:00PM and called the roll. A quorum was present.

2. PUBLIC COMMENT

Stuart Wells, Registrar of Voters

Mr. Wells stated that it is his understanding that the Registrar of Voters salary is up for consideration, and said that Norwalk is the sixth largest city in the election and the closest city to Norwalk in the terms of the amount of voters is Hartford. He said the issue with their pay is it has not kept up with inflation and they have lost ground where everyone else in the city has kept up, and they are 12% below inflation and the benefits have been reduced and the workload has increased.

Diane Lauricella

Ms. Lauricella stated in the past there would be an opportunity for the public to weigh-in prior to the Common Council approving upgrades and improvements of salaries for those of the ordinance list, and the public has now been left out of the process with the exception of coming to the Personnel Committee for public participation. She said there needs to be a robust personnel review process and some do not think people automatically deserve a 3% raise because in the real world that does not happen. She said that she would like the committee to encourage and consider holding a public hearing prior to voting on the ordinance positions.

Ms. Lauricella stated that unfortunately the leadership has decided not to ask for public input in a meaningful way before the current choice of option two was decided. She said she is in favor of reorganization or personnel realignment because it is good to modernize but she is not pleased that there has been no request for true public input. She said in other towns when they had such a major reorganization or reshuffling of departments that sometimes the leadership has to interview for their position which would provide an opportunity to include additional requirements such as a Master Degree and other types of certifications, and noted that in DPW operations does not require a Masters Degree and we should not be dumbing down any of the senior positions. She asked that the committee request in writing of the Adhoc Committee not to push forward for a major vote. She said that the part time grants position should and should be a fulltime position and hopes that it will one day be an action and discussion item for this committee, and hopes the position will go under the Chief Financial Officer because there will be better data and more accountability; the conservation position should not be under economic development unless you decide to change and expand that chiefs role to economic development and land use because conservation is not an economic development issue, and is conservation and should be expanded to more than just inland wetlands works; under Transportation, Traffic and Parking does not belong under economic development and in her opinion belongs under Public Works; and lastly she cannot find where recycling is included and it is a major way to save money for the taxpayer and is an education element for the kids. She congratulated the new Personnel Chair and wished her luck.

3. APPROVAL OF MINUTES

May 16, 2018

- ** MS. SIEGELBAUM MOVED TO APPROVE THE MINUTES.**
- ** THE MOTION PASSED WITH TWO (2) IN FAVOR TWO (2) ABSTENTIONS (MR. STERN AND MR. DUMAS).**

4. DISCUSSION ON STATUS OF CITY REORG

Mr. Burney stated there have been two meetings with the Adhoc Committee regarding the reorganization and at those meetings they decided to piece meal some of their consent and approval of the proposed reorganization. He said that they have agreed on the concept for creating the Operations and Public Works Department pending their review of position descriptions which has been provided to them. He said at the last meeting they had discussed

the Economic and Community Development Department and after interviewing various staff they have voted to move forward with the Economic and Community Development aspect if the proposed reorganization. He said what has yet to be acted on by the Adhoc Committee is the Community Services aspect of it and that is for a follow-up meeting.

Mr. Burney discussed the timeline and stated that even though the July 1st date has come and gone this is still an initiative that they want to get done now as opposed to later for a lot of reasons, and not the least of which is that we cannot recruit to replace Bruce Chimento in his current capacity until we have a position description that has been authorized by the Common Council, and the same is for the Chief of the Economic and Community Development position. He said those two positions are very critical to where the city is going to go and to address the city's needs and want to reorganize the city in a way they think rationally establishes chains of command in a fashion that puts like duties, functions and services together and clusters them under a department head who is responsible for those service deliveries to the citizens of the city. He said that they want to facilitate this and will be asking the Ordinance, Finance and Personnel Committee consider holding a joint meeting within the next three weeks prior to the August 14th Common Council meeting. He said at that meeting they would present final forum of the materials and prior to that they will take feedback and input from any Common Council member that wants to give it on those documents and present it for final vote on the August 14th Common Council meeting for a vote.

Mr. Burney presented the job descriptions of the Chief of Operations and Public Works, Director of Recreation and Parks, Superintendent of Public Property and Parks, Superintendent of Recreation, Superintendant of Operations and Highways and the Chief of Staff. He said when the Adhoc committee was presented with the city's proposed reorganization there was much discussion as to how to fold Recreation and Parks into Operations. He said the city's initial proposal was to separate the responsibility for the recreation programs away from the maintenance side and the Adhoc Committee did not embrace that and has asked that a reorganization be perused that takes what is currently now known as Recreation and Parks and move it under DPW in total. He presented the financial implications which reflect back to Mr. Barron's analysis that will need to be approved by the Finance Committee.

Mr. Burney discussed the ordinance changes and said in order to effectuate the entire proposed reorganization five ordinances will have to be changed or drafted. He said the Mr. Kydes wanted to make the committee aware that not all of the ordinances have been endorsed by the Adhoc committee yet, and the only ones that they have endorsed are the Operations and Public Works and the Economic and Community Development.

Mr. Burney presented the original organizational chart that has been modified and said when they get to the point of seeking an official vote and approval that the committee will have a document that is up to the minute. He said that there are three job descriptions the Chief of Economic and Community Development, the Transportation Planner and the Director of

Transportation and Mobility and Parking and they are new to the city or revised in the Economic and Community Development department that the Adhoc Committee has endorsed. Ms. Smyth asked if there are salary ranges for the positions. Mr. Burney said "yes" and is included in Mr. Barron's analysis from May 21st and all of the detail will be provided to the committee prior to the vote.

Mr. Stern stated that if the goal is to get most or all of this done in short order the joint meeting should be scheduled as soon as possible as well as providing the backup materials. Mr. Stern also requested that the minutes from the Adhoc Committee meetings be sent to the committee.

5. DISCUSSION ON ORDINANCE PAY PLAN

Mr. Burney presented the Ordinance Pay Plan that was approved and has been in place for the past two years and refers to the Ordinance and Elected positions. He said that there are less than 20 employees that are referred to as Ordinance and are the positions that are non-unionized and the salary adjustments are done by virtue of authorization of this pay plan which is now expired. He said a new pay plan needs to be established and on July 1, 2018, the Ordinance employees did not receive a pay increase unlike the unionized employees' who did and by the term of the collecting bargaining contract July 2016-July 2020 and on every January 1st they will receive a 1.1% increase and every July 1st will receive a 1.25% increase in their base rate of pay for the duration of the contract. He said last year the Personnel Committee and the Common Council had approved a 2.35% increase for the Ordinance employees. He said that the pay plan has pay ranges and have increased by 3% from one year to another and that has been the historical practice for the past 6 years. He said when an employee is hired in an Ordinance position we do not go past the midpoint as an offer and the pay plan states the offer should come in on the low end of the range expect with due consideration being given by the Personnel Director to increase that. He said since he has been here the Ordinance positions offers that have been made have been made at the midpoint or below. He said presuming the Mayor approves the 2.35% general wage increase and a 3% increase in the ranges for the next three years consistent with past practice is what will most likely be presented to the committee, but said there are problems with this pay structure and used the example of his Executive Assistant and presented her salary history and said there are five executive secretaries in the NMEA union, and had she been hired into the union what are started at a higher rate of pay and given the Ordinance employees increase's and the unionized wage increases her salary is \$10,429 less than that of the union employee because under the union contract there is a wage progression to the full rate, and there is no equivalent provision in the Ordinance Pay Plan that address that. He said this holds true for everyone on the Ordinance list and he thinks there is two ways the city can address this and one is to give the Mayor latitude to include a portion of the bonus to the annual compensation. Mr. Burnett asked what the bonus is based upon. Mr. Birney said that it is based upon the Mayors

assessment of job performance over the past year. Mr. Burnett asked if it is solely based on his assessment or does anyone else provide input. Mr. Burney said it would be based on the assessment and recommendation of who the employee reports to but it would be the Mayors final word on what the amount is. He said there is a bonus pool that is a portion of the Ordinance Pay Plan that gross's out at \$50,000 and each individual is not supposed to get more than 5% of their annual pay as a bonus. Mr. Burnett asked if there are set parameters that are shared with the employee at the beginning of the year. Mr. Burney said "no" and that there is a performance review process that sets objectives and allows the Supervisor to evaluate the employee on standard and specific element of their job. He said the other way to address the issues with the pay plan is to establish a mathematical formula by which the employees under the Ordinance Pay Plan like the employees covered by the unions go through a wage progression up to a maximum amount.

Mr. Burney said that the city needs to establish a new pay plan and that this committee has to authorize it and he will be making a formal proposal to them and it will adjust the ranges as they were presented and will propose an increase of 2.35% wage increase based upon satisfactory performance, and the standard \$50,000 bonus pool for the Mayor to distribute. He said it will also include some method to allow employees below a certain level in the Ordinance positions to have additional compensation in their rate of pay either on a discursion or automatic basis. Mr. Burnett requested that the proposal include a bottom line total amount of what the cost would be to move the proposal forward.

Mr. Burney said the compensation for the Registrar of Voters is established by this committee and currently they make \$57,105, and if nothing changes they will receive a raise to \$58,800 and if this committee and the Common Council endorse the changing of the salary ranges by 3% then their rate of pay will increase to \$60,582. He presented the rates of pay from the Connecticut Conference of Municipality every Registrar of Voter and in discussions with him Mr. Wells and Ms. Lyons will be requesting that instead of being paid at the tenth percentile to be compensated at the 50% percentile which would give them a compensation of \$70,894. Mr. Stern asked Mr. Burney in his opinion if the work load or commitment time has increased since it was last reviewed. Mr. Burney said he does not have the knowledge of that but he will research it. Mr. Burnett requested updated rates of pay from Connecticut Conference of Municipality. Mr. Burney said that he will have a telephone survey done to try and get accurate data from the towns.

**** MR. STERN MOVED TO SUSPEND THE RULES TO ADD AN ITEM TO THE AGENDA.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Burney said Mr. Gilden who is the city's Comptroller is retiring in November and there is an offer out to someone and they are hoping she accepts it this week and if so, they would like her to spend as much time as possible with Mr. Gilden in transition. He discussed the typical

process and said due to the timing issues if she accepts the offer this week he will be requesting from the committee to allow her to be presented to the Common Council without having gone through the Personnel Committee for expediency. Mr. Stern suggested holding a special meeting prior to the Common Council.

6. ADJOURNMENT

**** MR. STERN MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:30 PM

Respectfully submitted,

Dilene Byrd

Telesco Secretarial Services

CHITSAMAY LAM, CPA

32 Stagecoach Circle, Milford, CT 06460
chitsamay_lam@yahoo.com • 203-446-1415

EXPERIENCE

Town of Stratford, CT

July 2013-Present

Assistant Finance Director

- Prepares financial statements and reports in accordance with generally accepted accounting principals.
- Assists with the preparation of departmental budget and other annual and capital budgets.
- Oversees administrative pension activities.
- Prepares cash flow analysis
- Supervises, verifies and performs work in the areas of accounting, payables, receivables, purchasing and payroll.
- Plans, organizes and coordinates work implementing accounting system and accounting procedures and internal controls.

MCGLADREY LLP, New Haven, CT

August 2001-June 2013

Manager – Government, Not-for-Profit, Commercial

- Management of audit engagement from planning to completion, including driving the process for client deliverables within established time frame and budget.
- Prepare financial reports ranging from statements, footnotes, and supplemental information, as well as all other client deliverables.
- Research accounting topics and document understanding and conclusion for review by appropriate team member.
- Managed all logistics surrounding the conversion of our trial balance maintained within GoSystem Fund into Caseware for New Haven office Government Practice.
- Develop Interns, Associates and Senior Associates, by delegating and training them to be successful in their careers.
- Provide constructive formal and informal feedback in a timely manner to all levels.

MEMBERSHIP

Government Finance Officers Association, Member

Government Finance Officers Association of Connecticut, Member

EDUCATION

Southern Connecticut State University, New Haven, CT

December 2005

Master of Business Administration

University of Connecticut, School of Business, Storrs, CT

December 2000

Bachelor of Science in Accounting

SKILLS

Proficient with Microsoft Word, Excel, and MUNIS

References

Upon request

City of Norwalk Mayor's Proposed Re-Organization of City Departments

Revised: August 9, 2018

VISION STATEMENT

TO ALIGN CITY RESOURCES AND EMPLOYEES INTO A MORE RATIONAL & EFFICIENT ORGANIZATIONAL STRUCTURE THAT REPRESENTS THE NEEDS AND FUNCTIONS OF A MODERN CITY.

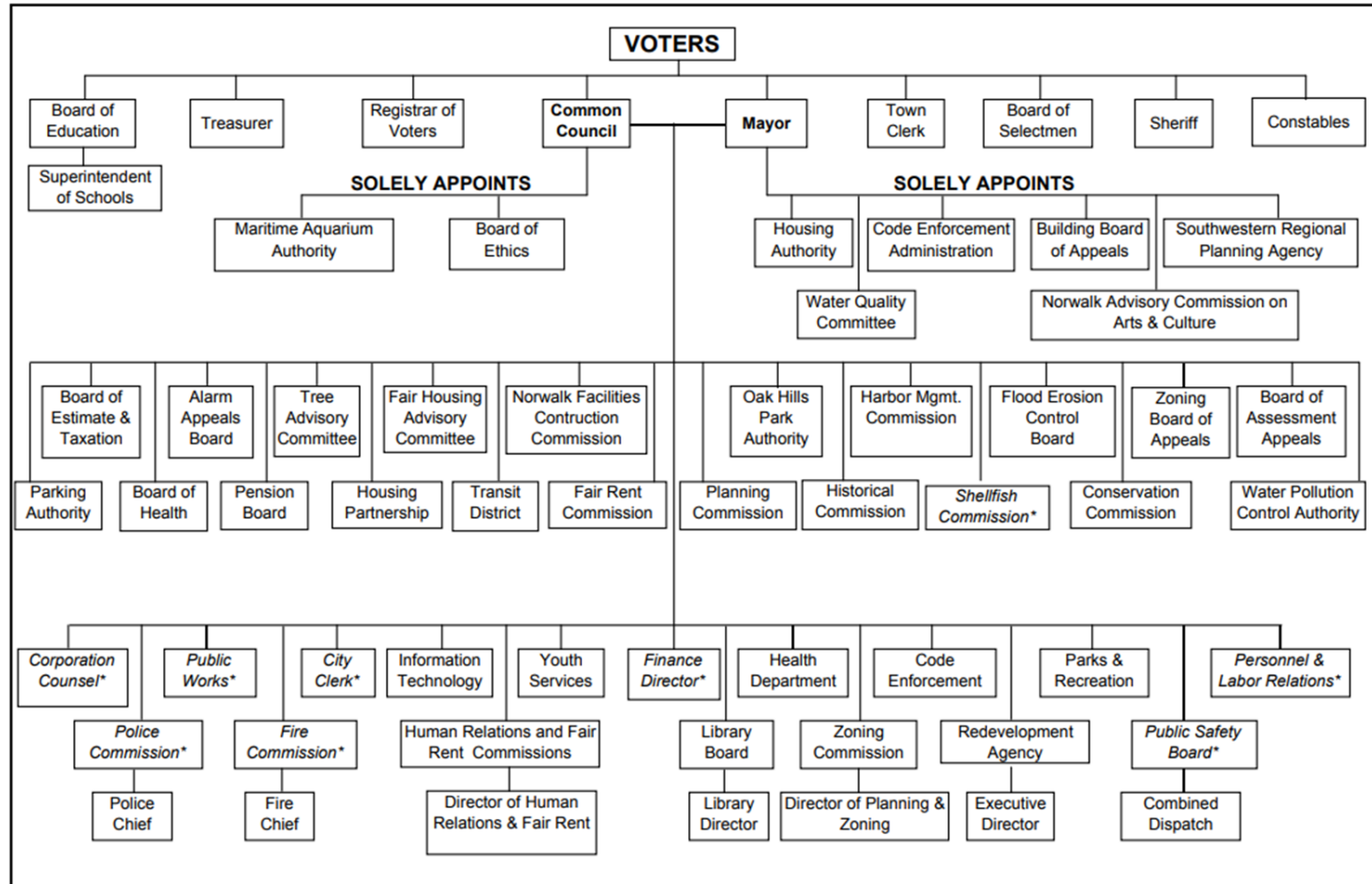
OBJECTIVES:

- MORE EFFICIENT DELIVERY OF SERVICES
- IMPROVED COMMUNICATION AND COORDINATION OF LIKE SERVICES
- FULLER UTILIZATION OF CITY RESOURCES (FACILITIES, EQUIPMENT, EMPLOYEES)
- IMPROVED SPAN OF CONTROL FOR MAYOR AND SENIOR TEAM
- COORDINATED AND EFFICIENT DECISION MAKING ON A FUNCTIONAL BASIS
- CLEAR ACCOUNTABILITY
- BREAK DOWN SILO PROCESSES WHILE GROUPING FUNCTIONS AND SERVICES BY NATURE OF WORK
- IDENTIFY GAPS AND DISCONNECTS IN NEEDED SERVICES

ISSUE AREAS ADDRESSED BY PROPOSED RE-ORGANIZATION

- INCREASED ACCOUNTABILITY
- IMPROVED OPERATIONAL PERFORMANCE IN KEY AREAS:
 - NEIGHBORHOODS & CODE ENFORCEMENT
 - PERMITTING PROCESS
 - TRANSPORTATION, MOBILITY AND PARKING
 - PUBLIC PROPERTY MAINTENANCE
- ALIGNMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FUNCTIONS

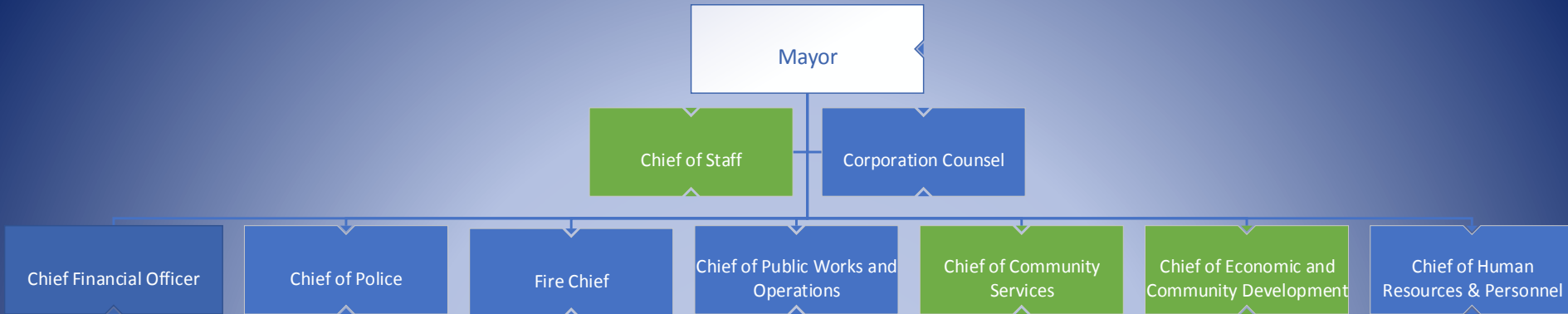
Current Organizational Structure



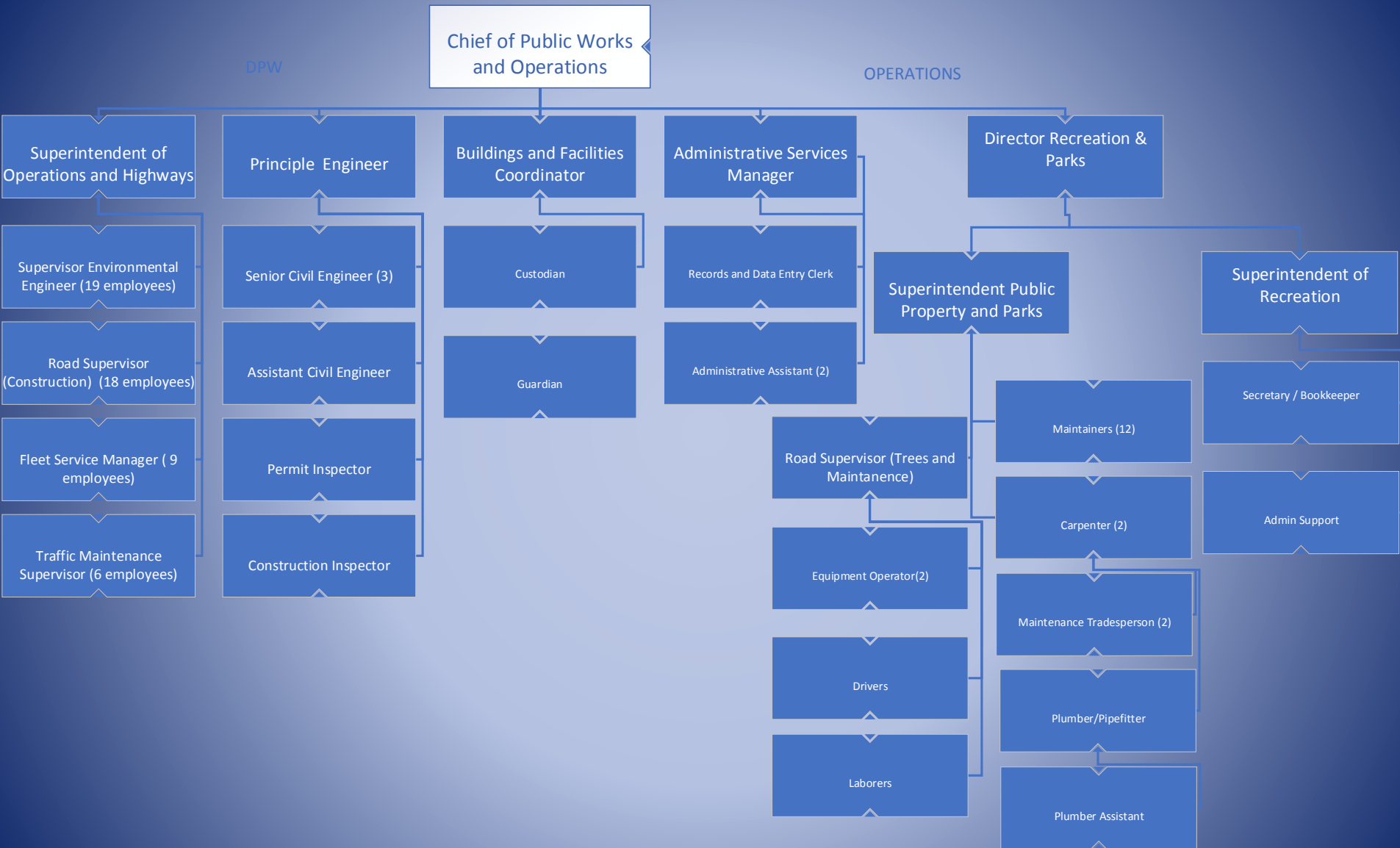
All Boards, Commissions and Department Heads are chosen by the Mayor and require Common Council approval unless otherwise noted

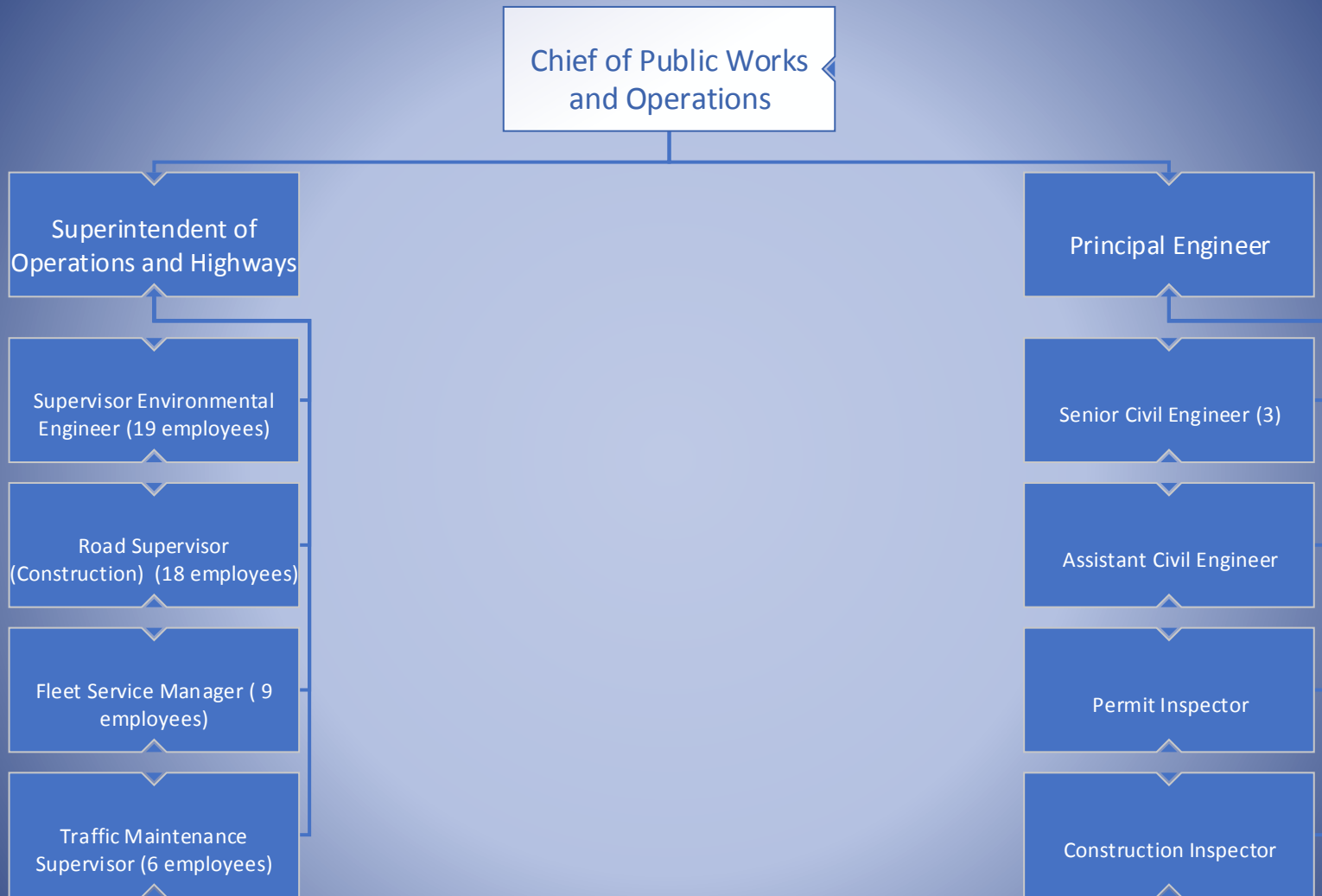
* These Department Heads, Boards and Commissions are solely appointed by the Mayor

Proposed New Structure



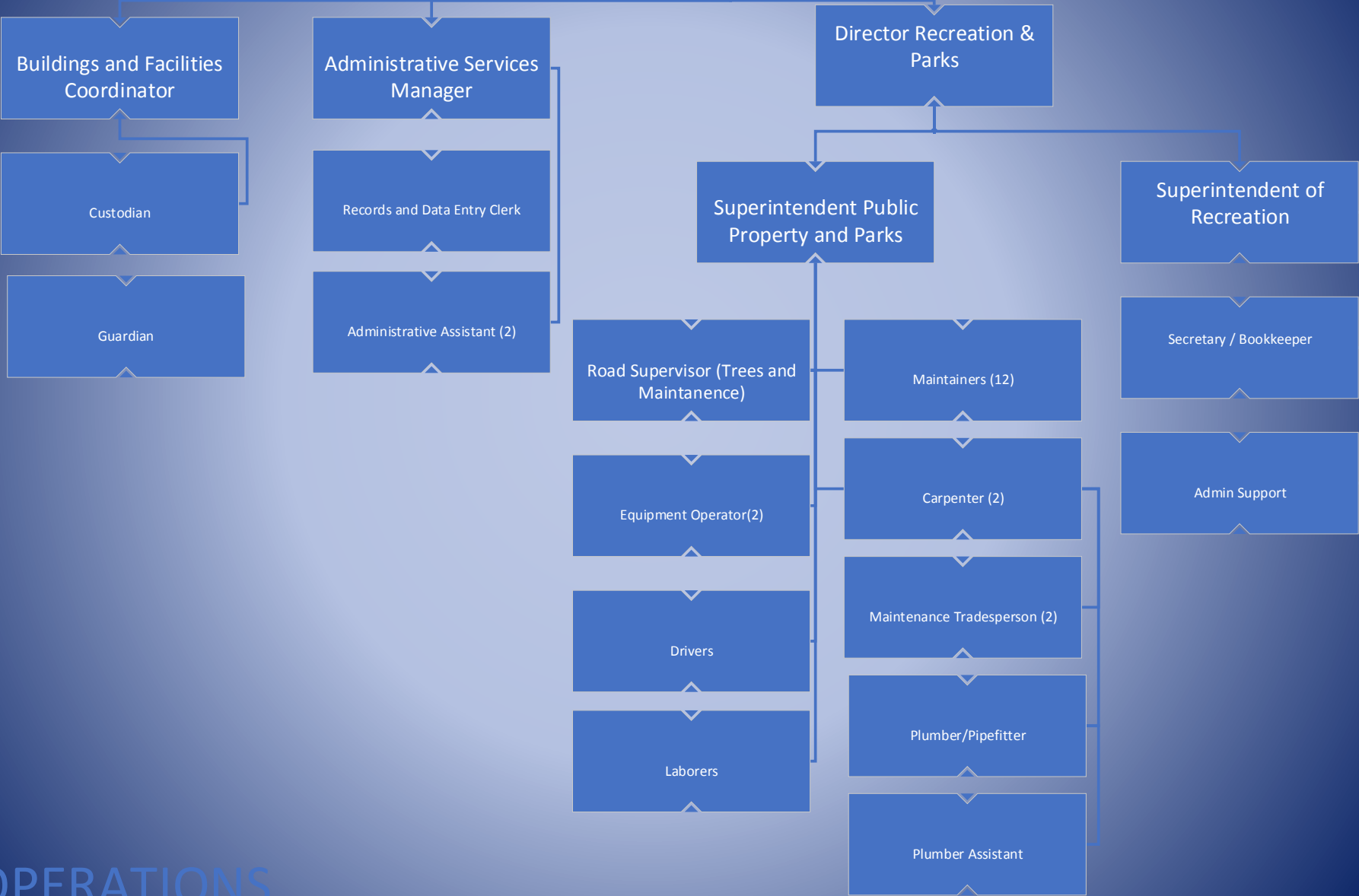
- Tightens the Mayor's span of control from 18 to 9 direct reports.
- Creates highly responsible senior staff to assist the Mayor in coordinating and improving departments, offices and agencies that make up the municipal government organization
- Senior staff will have a better understanding of the needs and challenges facing each department, and how to assure that services to residents are being delivered well and cost-effectively.





Public Works

Bruce Chimento
Chief of Public Works
and Operations



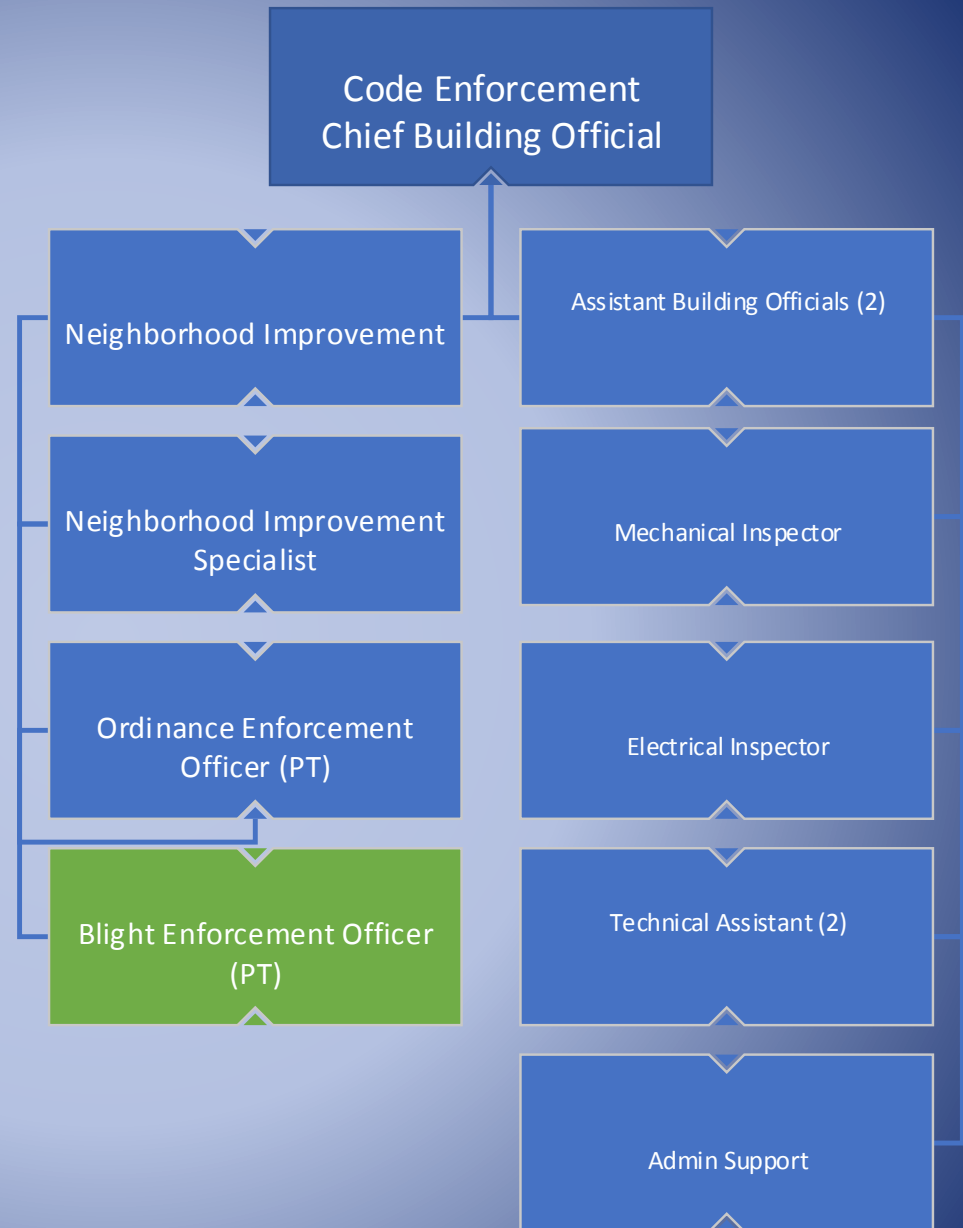
OPERATIONS



- Establishes a main point of contact for Community and Economic Development, allowing for oversight and implementation of all aspects of physical and economic development within the City, including business, retail, housing and neighborhood development.
- Ensures coordination and collaboration between departments with common goals to improve delivery of services.
- Centralized oversight of these departments will lead to better alignment with POCD, improved permitting processes and connectivity of purpose.

Creates Neighborhood Improvement Team to:

- Increase code enforcement (blight and ordinance violations) by adding additional part time enforcement staff
- Streamline violations for better tracking of ongoing problems
- Coordinate neighborhood improvement efforts (adopt-a-spot, clean-ups, graffiti and litter abatement, etc.) with areas identified by code enforcement officials
- Coordinate state and federal community improvement dollars (CDNG) with identification of neighborhoods in need



- Brings on Transportation Planner to ensure transportation decisions align with goals of POCD and compliment economic development, neighborhood and tourism goals.
- Transportation Planner will work closely with Transportation, Mobility and Parking



- Aligns Transportation, Mobility and Parking with POCD goals rather than focus on engineering. Department will address:

- Complete Streets
- Safe Routes to School
- The Circulator
- Wayfinding
- Transit District
- Connectivity between Merritt 7, SoNo, Wall Street
- Staffing to Bike/Walk Commission to work on getting trails connected and implemented.
- Planning for autonomous vehicles
- And more ...

