

1. BET HR Comm. Webinar Agenda

Documents:

[BET HR COMM. WEBINAR AGENDA_2-24-2021.PDF](#)

2. BET HR Comm. Webinar Package

Documents:

[BET HR COMM. WEBINAR PACKAGE_2-24-2021.PDF](#)



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION**

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING
Wednesday, February 24, 2021 - 8:30 A.M.**

Join Zoom Webinar:
<https://greenwichct.zoom.us/j/82123394962?pwd=cnkzenBoNzI0SjJLR3NrL25XR2lCdz09>
Password: 8395982

Or iPhone one-tap: +16465189805,,82123394962#,,1#,8395982#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 646 518 9805
Webinar ID: 821 2339 4962
Password: 8395982

AGENDA

1. HR Reports
 - Vacant and Posted Vacant Position Listings
 - Workers Compensation Expense Report
2. Office of the First Selectman – proposed Economic Development position; discussion and vote
3. Fire Department – Proposed reorganization and Table of Organization; discussion and vote
4. Management Confidential and Elected Official Salary; discussion and vote
5. Adjournment

Next Meeting – Wednesday March 10, 2021, at 8:30 AM virtual meeting

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or demetria.nelson@greenwichct.org as soon as possible in advance of the event.



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Town of Greenwich

Vacant Position Listing - February 2021

| <u>Department and Job Description</u> | <u>Grade</u> | <u>Vacant Since</u> | <u>Comments</u> |
|---|--------------|---------------------|--|
| 105 First Selectman's Office | | | |
| 109025 Collective Bargaining Specialist | MC-8 | 1/15/2021 | Position Under Review |
| 109 Human Resources | | | |
| 109022 HRIS/Payroll Administrator | L-C | 7/18/2019 | Consultant temporarily overseeing functions; Updated Job Description Under Review with LIUNA |
| 130 Finance | | | |
| 130026 Internal Audit Manager | L-B | 8/21/2019 | Position on hold |
| 135 Tax Assessor | | | |
| 135002 Assistant Assessor | MC-7 | 12/2/2019 | Position on hold |
| 140 Law Department | | | |
| 140002 Asst. Town Attorney 3 | AT-3 | 3/1/2020 | Position on hold |
| 140010 Legal Assistant 1 | G-D | 4/1/2020 | Position on hold |
| 201 Police General Services | | | |
| 201006 Director of General Services | MC-7 | 1/1/2021 | Position Under Review |
| 20008 Parking Services | | | |
| 219006 Parking Facilities Technician | T-10 | 10/27/2019 | Filled as Part-Time on trial basis (9/1/20) |
| 302 Public Works Engineering | | | |
| 302006 Engineering Technician | G-A | 8/1/2020 | Position under review |
| 312 Public Works Highway | | | |
| 312001 Highway Planning and Program Manager | L-C | 12/28/2020 | Job Description Being Updated |
| 312000 Highway Asset Engineer | L-E | 11/13/2020 | Conditional Offer Pending |
| 312004 Highway Foreman | T-13 | 7/26/2020 | Position cannot be filled at this time |
| 312040 Laborer | T-4 | 1/18/2021 | Conditional Offer Pending |
| 318 Public Works - Traffic Division | | | |
| 318011 Communications Specialist - DPW | L-E | 7/25/2019 | Posted |
| 345 Public Works - BC&M | | | |
| 345024 Lead Painter | T-9 | 6/1/2020 | Awaiting Request to Fill |
| 345006 Building Maintenance Mechanic | T-8 | 12/14/2020 | Written Exam 2/9/21 |
| 345007 Carpenter | T-8 | 12/14/2020 | Written Exam 2/4/21 |
| 351 Building Inspection | | | |

| Department and Job Description | | Grade | Vacant Since | Comments |
|--|---|--------------|---------------------|--|
| 351007 | Building Inspector | G-A | 1/1/2021 | Conditional Offer Pending |
| 361 Sewer Division | | | | |
| 361010 | Sewer Plant Operator 2 | T-12 | 7/7/2017 | Re-Posted |
| 361010 | Sewer Plant Operator 2 | T-12 | 4/1/2019 | Re-Posted |
| 361019 | Sewer Collection Repairperson | T-9 | 11/9/2020 | Posted |
| 361002 | Process Control Manager | L-C | 1/23/2018 | Position cannot be filled at this time |
| 380 Fleet | | | | |
| 380007 | Heavy Duty Mechanic Technician | T-13 | 7/1/2020 | Written Exam 2/4/21 |
| 450 Nathaniel Witherell Nursing | | | | |
| 457001 | Staff Nurse, LPN | TNW | 9/21/2020 | List to Department 1/5/21 |
| 457001 | Staff Nurse, RN | H01 | 11/4/2020 | Position being eliminated |
| 460109 | Medical Records Specialist & Supervisor | L-E | 11/30/2020 | Job Description Being Updated |
| 460038 | Certified Nursing Assistant | N1 | 1/1/2021 | Position being eliminated |
| 460038 | Certified Nursing Assistant | N1 | 1/1/2021 | Position being eliminated |
| 460038 | Certified Nursing Assistant | N1 | 2/1/2021 | Position being eliminated |
| 502 Human Services | | | | |
| 502003 | Human Services Provider I (Bilingual Spanish) | L-F | 10/19/2020 | List to Department 1/7/2021 |
| BOE - Administration | | | | |
| 6010097 | Media Assistant @ GHS | G-E | 11/25/2019 | Position on Hold |
| 6010048 | Media Assistant @ Central Middle School | G-E | 1/6/2020 | Position on Hold |
| 6010051 | PPS Data Specialist @ Havemeyer | G-D | 3/25/2019 | Grant Funded Position on Hold |
| 6010098 | Asst. to Deputy Superintendent @ Havemeyer | G-A | 1/1/2020 | Position on Hold |
| 6010052 | IT Support Technician @ Eastern Middle School | G-C | 7/1/2020 | Conditional Offer Pending |
| 6010006 | IT Support Technician @ Glenville Elem School | G-C | 1/4/2020 | List to the Department 1/13/21 |
| 6010103 | Accounting Clerk I @ Havemeyer | G-E | 12/1/2020 | Position under review |
| BOE - Operation of Plants | | | | |
| 6020074 | Building Maintenance Mechanic | T-08 | 7/22/2019 | List to Department 9/3/20 |
| 6010091 | School Health Services Clerk | G-F | 12/7/2020 | List to Department 1/14/21 |
| BOE - Food Services | | | | |
| 6080099 | Food Services Manager K-8 | L-E | 10/1/2019 | Position on Hold |

| Department and Job Description | | Grade | Vacant Since | Comments |
|--|-------------------------------------|--------------|---------------------|---|
| 6010098 | Food Service Manager - GHS | L-E | 8/1/2020 | Position on Hold |
| 822 Parks & Rec | | | | |
| 822002 | Park Foreman | T-13 | 10/1/2020 | List to Department 12/16/20 |
| 833002 | Island Caretaker | T-07 | 6/1/2020 | List to Department 1/4/21 |
| 833002 | Island Caretaker | T-07 | 12/2/2020 | List to Department 1/4/21 |
| 701 Greenwich Library | | | | |
| 701104 | Library Clerk | G-E | 12/25/2020 | To be posted |
| 701003 | Librarian III | L-C | 2/1/2021 | To be posted |
| 902 Fire Training | | | | |
| 202001 | Deputy Chief of Training | F05 | 12/1/2020 | Written Exam 1/22/21; Oral Exam 2/9/21 |
| Total Vacant Positions | | 47 | | |
| Upcoming Vacancies or Recruitments Underway | | | | |
| DPW | | | | |
| | Laborer | T-04 | 3/1/2021 | List to Department |
| | Building Inspection Staff Assistant | G-D | 3/1/2021 | Conditional Offer Pending |
| Fire | | | | |
| | Fire Lieutenant | F-02 | N/A | Written Exam 3/22/21; Oral Exam 3/26/21 |
| Police | | | | |
| | Police Officer | P-01 | 3/1/2021 | Conditional Offer Pending |
| | Police Sergeant | P-02 | 3/1/2021 | Written Exam 11/13/21; Oral Exam 2/8/21 |

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 20-21 - @ February 17, 2021

| # | PERIOD COVERED | MONTHLY | Y-T-D | BUDGET | Y-T-D | VARIANCE |
|----|--------------------|---------------|--------------|--------------|----------------|--------------|
| 1 | July 1, 2020 | \$10,221.57 | | \$36,057.00 | | |
| 2 | July 8, 2020 | \$24,117.24 | | \$36,057.00 | | |
| 3 | July 15, 2020 | \$16,369.54 | | \$36,057.00 | | |
| 4 | July 22, 2020 | \$40,147.49 | | \$36,057.00 | | |
| 5 | July 29, 2020 | \$25,409.12 | | \$36,057.00 | | |
| | sub-total | \$116,264.96 | \$116,264.96 | \$180,285.00 | \$180,285.00 | \$64,020.04 |
| 6 | August 5, 2020 | \$58,402.00 | | \$36,057.00 | | |
| 7 | August 12, 2020 | \$93,352.34 | | \$36,057.00 | | |
| 8 | August 19, 2020 | \$22,243.69 | | \$36,057.00 | | |
| 9 | August 26, 2020 | \$56,251.40 | | \$36,057.00 | | |
| | sub-total | \$230,249.43 | \$346,514.39 | \$144,228.00 | \$324,513.00 | -\$22,001.39 |
| 10 | September 2, 2020 | \$36,330.65 | | \$36,057.00 | | |
| 11 | September 9, 2020 | \$0.00 | | \$36,057.00 | | |
| 12 | September 16, 2020 | \$0.00 | | \$36,057.00 | | |
| 13 | September 23, 2020 | \$301,533.00 | | \$36,057.00 | | |
| 14 | September 30, 2020 | \$70,418.18 | | \$36,057.00 | | |
| | OPEB Transfer | -\$352,166.22 | | | | |
| | sub-total | \$56,115.61 | \$402,630.00 | \$180,285.00 | \$504,798.00 | \$102,168.00 |
| 15 | October 7, 2020 | \$11,418.92 | | \$36,057.00 | | |
| 16 | October 16, 2020 | \$38,447.39 | | \$36,057.00 | | |
| 17 | October 23, 2020 | \$1,480.11 | | \$36,057.00 | | |
| 18 | October 30, 2020 | \$33,061.84 | | \$36,057.00 | | |
| | sub-total | \$84,408.26 | \$487,038.26 | \$144,228.00 | \$649,026.00 | \$161,987.74 |
| 19 | November 4, 2020 | \$9,901.55 | | \$36,057.00 | | |
| 20 | November 11, 2020 | \$20,684.59 | | \$36,057.00 | | |
| 21 | November 18, 2020 | \$16,641.20 | | \$36,057.00 | | |
| 22 | November 25, 2020 | \$47,666.91 | | \$36,057.00 | | |
| | sub-total | \$94,894.25 | \$581,932.51 | \$144,228.00 | \$793,254.00 | \$211,321.49 |
| 23 | December 2, 2020 | \$9,967.74 | | \$36,057.00 | | |
| 24 | December 9, 2020 | \$2,435.30 | | \$36,057.00 | | |
| 25 | December 16, 2020 | \$18,884.72 | | \$36,057.00 | | |
| 26 | December 23, 2020 | \$62,039.45 | | \$36,057.00 | | |
| 27 | December 30, 2020 | \$32,921.06 | | \$36,057.00 | | |
| | OPEB Transfer | -\$51,911.74 | | | | |
| | sub-total | \$74,336.53 | \$656,269.04 | \$180,285.00 | \$973,539.00 | \$317,269.96 |
| 28 | January 6, 2021 | \$45,052.89 | | \$36,057.00 | | |
| 29 | January 13, 2021 | \$12,766.27 | | \$36,057.00 | | |
| 30 | January 20, 2021 | \$21,755.89 | | \$36,057.00 | | |
| 31 | January 27, 2021 | \$9,695.12 | | \$36,057.00 | | |
| | sub-total | \$89,270.17 | \$745,539.21 | \$144,228.00 | \$1,117,767.00 | \$372,227.79 |
| 32 | February 3, 2021 | \$30,982.13 | | \$36,057.00 | | |
| 33 | February 10, 2021 | \$70,558.11 | | \$36,057.00 | | |
| 34 | February 17, 2021 | \$30,861.05 | | \$36,057.00 | | |
| 35 | February 24, 2021 | \$36,057.00 | | \$36,057.00 | | |
| | sub-total | \$168,458.29 | \$913,997.50 | \$144,228.00 | \$1,261,995.00 | \$347,997.50 |