

1. BET HR Comm. Meeting Agenda 05-03-2023

Documents:

[BET HR COMM MEETING AGENDA 05-03-2023.PDF](#)

2. BET HR Comm. Meeting Packet 05-03-2023

Documents:

[BET HR COMM MEETING PACKET 05-03-2023.PDF](#)



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION
HUMAN RESOURCES COMMITTEE
REGULAR MEETING**

**Wednesday, May 3, 2023 - 8:30 A.M.
Cone Room**

AGENDA

1. HR Reports
 - Vacant and Posted Vacant Position Listings
 - Workers Compensation Expense Report
2. New Business
 - Update on Greenwich Public Schools staffing for current and upcoming budget year
3. Old Business
 - M&C Compensation Review Project Update
4. Approval of Minutes
 - April 6, 2023 – Regular Meeting
5. Adjournment



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Town of Greenwich

Vacant Position Listing - May 2023

Department and Job Description	Grade	Vacancy Date	Comments
600 BOE - Administration			
PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
Cook II	GF-2	12/12/2022	Start Date 5/8/23
Administrative Assistant - School @ GHS/Nursing	G-B	1/20/2023	Awaiting Request to Fill
School Activity Fund Clerk	G-C	1/13/2023	List to Department 3/24/23
Administrative Staff Assistant II @ GHS	G-D	1/18/2023	List to Department 3/30/23
Financial Reporting and Analysis Specialist	L-F	N/A	Conditional Offer Pending
640 BOE - Operation of Plants			
Custodian II	T-7	11/21/2022	Start Date TBD
Building Maintenance Mechanic	T-8	12/19/2022	Transfer Posted
196 Commission on Aging			
Senior Center Administrator	L-D	2/1/2023	List to Department 3/15/23
380 Fleet			
Heavy Duty Vehicle Mechanic	T-12	5/1/2021	Written Exam being Scheduled
701 Greenwich Library			
I.T. Assistant	G-C	6/3/2022	Posted (I.T. position replaced vacant Library Clerk)
Library Clerk	G-E	1/1/2023	List to Department 11/3/22
Library Technical Assistant	G-C	2/1/2023	Posted
Performing Arts Librarian	L-F/E	9/25/2022	Start Date 5/15/23
Children Services Librarian	L-F/E	2/6/2023	Start Date 5/8/23
Library Innovation Lab Specialist	L-E	9/19/2022	Job Description Under Review; Temp filling in
Library Manager - Info Services	L-B	2/19/2023	List to Department 3/31/23
Librarian III	L-C	4/16/2023	Job Description Under Review
401 Health Department			
Public Health Educator (Grant Funded)	L-C	N/A	Start Date 5/8/23
Bacteriologist	L-E	4/1/2023	Start Date 5/15/23
502 Human Services			
Human Services Provider I	L-F	4/24/2023	Posted
134 I.T.			
Business Systems Support Specialist	L-F	4/1/2023	List to Department 4/21/23
140 Law			
Legal Assistant	G-C	2/21/2023	List to Department 3/31/23
Assistant Town Attorney	AT3	4/1/2023	List to Department 4/18/23

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
450 Nathaniel Witherell			
Director of Financial Operations	MC-8	1/1/2023	Posted
Medical Billing Specialist	L-F	7/29/2022	List to Department 3/24/23
Associate Director of Nursing	H-2	8/1/2022	Job Description Under Review/To be Re-Posted
Clinical Case Manager	H-04	5/1/2022	Conditional Offer Pending
Marketing Coordinator	L-D	4/24/2022	List to Department 2/6/23
Certified Nursing Assistant	TNW	10/1/2022	Re-posted
Certified Nursing Assistant	TNW	9/1/2022	Re-posted
Certified Nursing Assistant	TNW	1/13/2023	Re-posted
Certified Nursing Assistant	TNW	1/17/2023	Re-posted
Housekeeper	NT2	12/2/2022	Written Exam Scheduled for 5/5/23
Food Service Worker	NT1	1/1/2023	Re-employment date TBD
Food Service Worker	NT1	5/1/2023	Awaiting Request to Fill
LPN/Staff Nurse	N2F	4/1/2023	Posted
814 Parks & Rec - Eastern Civic Center			
Custodian II	T-7	4/10/2023	Start Date 5/8/23
822 Parks & Rec - Parks			
Park Gardener Foreman	T-10	2/3/2023	Start Date 5/8/23
Park Gardener I	T-4	1/27/2023	List to Department 3/15/23
Park Gardener I	T-4	2/1/2023	List to Department 3/15/23
Park Gardener I	T-4	4/1/2023	List to Department 3/15/23
Park Gardener I	T-4	5/8/2023	List to Department 3/15/23
832/834 Parks & Rec - Marine			
Dockmaster	T-7	6/1/2022	Performance Exam 4/28/23
Painter	T-08	1/1/2023	Job Description Under Review
Warehouse Expeditor - MF&O	T-08	1/1/2023	Posted
Marine Operations Manager	L-C	4/1/2023	Conditional Offer Pending
212 Police - Dispatch			
Public Safety Dispatch Telecommunicator	G-D	6/13/2022	Computer Skills Test being scheduled
Public Safety Dispatch Telecommunicator	G-D	1/10/2023	Computer Skills Test being scheduled
217 Police - Patrol			
Police Officer	P-01	11/4/2022	Start Date 5/8/23
Police Officer	P-01	12/1/2022	Start Date 5/8/23
Police Officer	P-01	1/1/2023	Conditional Offer Pending
Police Officer	P-01	4/1/2023	Conditional Offer Pending
Police Officer	P-01	5/1/2023	Conditional Offer Pending
302 Public Works - Engineering			
Civil Engineer I	L-E	1/9/2023	Posted
Senior Civil Engineer	L-B	4/1/2023	Job Description Under Review

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
345 Public Works - BC&M			
Carpenter	T-08	11/28/2002	Performance exam to be Scheduled
351 Public Works - Building Inspection			
Deputy Building Official	L-B	3/12/2023	Posted
Building Inspection - DPW Staff Assista	G-D	3/27/2023	Computer Skills Test 5/3/23
361 Public Works - Sewer Division			
Sewer Plant Operator II	T-12	4/1/2019	Re-posted
Maintenance Mechanic II - Sewer	T-08	10/23/2022	List to Department 4/21/23
Laboratory Supervisor Sewer	L-E	3/12/2023	Job Description Under Review
Total Vacant Positions	62		
Upcoming Vacancies or Recruitments Underway			
BOE			
Administrative Assistant - School (10 months - GHS)	G-B	6/1/2023	Awaiting Request to Post
Police			
Deputy Chief of Police	MC-8	5/1/2023	Start Date 5/1/23
Police Captain	MC-7	5/1/2023	Promotional Interviews 5/1/23
Police Officer	P-01	6/1/2023	List to Department 2/3/23; Background Checks in Progress
Police Officer	P-01	7/1/2023	List to Department 2/3/23; Background Checks in Progress
P&R			
Head Custodian @ WGCC	T-12	7/1/2023	Transfer Posted

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 2022-2023 @ April 29, 2023

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 6, 2022	\$62,365.24		\$32,212.00		
2	July 13, 2022	\$33,001.91		\$32,212.00		
3	July 20, 2022	\$27,037.82		\$32,212.00		
4	July 27, 2022	\$36,394.86		\$32,212.00		
	sub-total	\$158,799.83	\$158,799.83	\$128,848.00	\$128,848.00	-\$29,951.83
5	August 3, 2022	\$37,533.10		\$32,212.00		
6	August 10, 2022	\$39,760.31		\$32,212.00		
7	August 17, 2022	\$10,921.67		\$32,212.00		
8	August 24, 2022	\$24,354.20		\$32,212.00		
9	August 31, 2022	\$30,674.28		\$32,212.00		
	sub-total	\$143,243.56	\$302,043.39	\$161,060.00	\$289,908.00	-\$12,135.39
10	September 7, 2022	\$53,201.31		\$32,212.00		
11	September 14, 2022	\$14,411.44		\$32,212.00		
12	September 21, 2022	\$20,512.19		\$32,212.00		
13	September 28, 2022	\$18,435.96		\$32,212.00		
	OPEB Transfer	-\$72,426.08				
	sub-total	\$34,134.82	\$336,178.21	\$128,848.00	\$418,756.00	\$82,577.79
14	October 5, 2022	\$15,078.86		\$32,212.00		
15	October 12, 2022	\$24,147.28		\$32,212.00		
16	October 19, 2022	\$5,031.21		\$32,212.00		
17	October 26, 2022	\$38,999.42		\$32,212.00		
	sub-total	\$83,256.77	\$419,434.98	\$128,848.00	\$547,604.00	\$128,169.02
18	November 2, 2022	\$20,555.68		\$32,212.00		
19	November 9, 2022	\$10,129.71		\$32,212.00		
20	November 16, 2022	\$4,751.05		\$32,212.00		
21	November 23, 2022	\$23,752.95		\$32,212.00		
22	November 30, 2022	\$16,845.91		\$32,212.00		
	sub-total	\$76,035.30	\$495,470.28	\$161,060.00	\$708,664.00	\$213,193.72
23	December 7, 2022	\$25,716.83		\$32,212.00		
24	December 14, 2022	\$47,284.77		\$32,212.00		
25	December 21, 2022	\$51,769.06		\$32,212.00		
26	December 28, 2022	\$90,890.81		\$32,212.00		
	OPEB Transfer	-\$61,447.88				
	sub-total	\$154,213.59	\$649,683.87	\$128,848.00	\$837,512.00	\$187,828.13
27	January 4, 2023	\$45,883.50		\$32,212.00		
28	January 11, 2023	-\$2,806.76		\$32,212.00		
29	January 18, 2023	\$35,290.75		\$32,212.00		
30	January 25, 2023	\$14,560.67		\$32,212.00		
	sub-total	\$92,928.16	\$742,612.03	\$128,848.00	\$966,360.00	\$223,747.97
31	February 1, 2023	\$37,519.39		\$32,212.00		
32	February 8, 2023	\$143,688.06		\$32,212.00		
33	February 15, 2023	\$20,814.90		\$32,212.00		
34	February 22, 2023	\$9,725.59		\$32,212.00		
	sub-total	\$211,747.94	\$954,359.97	\$128,848.00	\$1,095,208.00	\$140,848.03

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 2022-2023 @ April 29, 2023

35	March 1, 2023	\$17,834.95		\$32,212.00		
36	March 8, 2023	\$21,717.66		\$32,212.00		
37	March 15, 2023	\$33,032.04		\$32,212.00		
38	March 22, 2023	\$12,124.23		\$32,212.00		
39	March 29, 2023	\$20,148.84		\$32,212.00		
	OPEB Transfer	-\$133,873.96				
	sub-total	-\$29,016.24	\$925,343.73	\$161,060.00	\$1,256,268.00	\$330,924.27
40	April 5, 2023	\$18,713.27		\$32,212.00		
41	April 12, 2023	\$21,663.68		\$32,212.00		
42	April 19, 2023	\$7,424.06		\$32,212.00		
43	April 26, 2023	\$28,332.19		\$32,212.00		
	sub-total	\$76,133.20	\$1,001,476.93	\$128,848.00	\$1,385,116.00	\$383,639.07
44	May 3, 2023	\$32,212.00		\$32,212.00		
45	May 10, 2023	\$32,212.00		\$32,212.00		
46	May 17, 2023	\$32,212.00		\$32,212.00		
47	May 24, 2023	\$32,212.00		\$32,212.00		
48	May 31, 2023	\$32,212.00		\$32,212.00		
	sub-total	\$161,060.00	\$1,162,536.93	\$161,060.00	\$1,546,176.00	\$383,639.07
49	June 1, 2022	\$32,212.00		\$32,212.00		
50	June 8, 2022	\$32,212.00		\$32,212.00		
51	June 15, 2022	\$32,212.00		\$32,212.00		
52	June 29, 2022	\$32,212.00		\$32,188.00		
	OPEB Transfer	-\$17,859.61				
	sub-total	\$110,988.39	\$1,273,525.32	\$128,824.00	\$1,675,000.00	\$401,474.68

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES
Cone Room
Thursday, April 6, 2023 – 8:30 A.M.**

Committee

Present: William Drake, Chair; Harry Fisher, Miriam Kreuzer

Staff: Erica Mahoney, Assistant Director of HR; Mary Pepe, Director of HR; Peter Mynarski, Comptroller; Dr. Jonathan Budd, Chief Human Resources Officer, Greenwich Public Schools

BET: Leslie Tarkington

Committee Chairman Drake called the meeting to order at 8:33 A.M.

1. HR Reports

- **Vacant and Posted Vacant Position Listings**

Ms. Pepe and Ms. Mahoney told the Committee that they have tested for a Fire Lieutenant Promotional listing and have sent the list to the Fire Department. They reported that they have to test, at least, every two years, per the Fire Union Contract.

The position for Deputy Chief of Police has been posted and must be filled internally.

The new Assistant Fire Chief is starting on Monday, April 10, 2023. He was previously working for the New Haven Fire Department and resides in Westport, CT.

It was noted that there are a number of openings at The Nathaniel Witherell and the position for Director of Financial Operations is holding interviews. There were two candidates and one dropped out.

There have been two conditional offers pending for Police Officers and one background check is being conducted for a third Police Officer position.

- **Workers Compensation Expense Report**

Mr. Mynarski gave the Workers Compensation Expense Report update. He reported that there is a \$387,611 surplus through March 31, 2023. Claims are trending favorably.

2. Future Topics for Discussion

Mr. Fisher made a motion to add to the Agenda; Future Topics for Discussion, seconded by Ms. Kreuzer. Motion passed 3-0-0.

Dr. Budd requested the addition and wanted the Committee to know that he would be coming to the May 3, 2023 Human Resources Committee Meeting and would be giving an update and

presentation on staffing conditions at the Greenwich Public Schools, current and for the upcoming budget year of 2023-2024.

3. Approval of Minutes – March 2, 2023

Upon a motion by Mr. Fisher, seconded by Mr. Drake to approve the minutes of the BET HR Committee held on March 2, 2023, the Committee voted 3-0-0 (Stephen Selbst absent). Motion carried.

4. Adjournment

Upon a motion by Mr. Fisher, seconded by Ms. Kreuzer, to adjourn the meeting at 8:59 A.M., the Committee voted 3-0-0. Motion carried.

Respectfully submitted,

Peter Mynarski, Recording Secretary

William Drake, HR Committee Chairman