

1. BET HR Comm. Webinar Agenda

Documents:

[BET HR COMM. WEBINAR AGENDA\\_2-25-2021.PDF](#)

2. BET HR Comm. Webinar Package

Documents:

[BET HR COMM. WEBINAR PACKAGE\\_2-25-2021.PDF](#)



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

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING  
Thursday, February 25, 2021 - 8:45 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](mailto: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>
<b>105 First Selectman's Office</b>			
109025 Collective Bargaining Specialist	MC-8	1/15/2021	Position Under Review
<b>109 Human Resources</b>			
109022 HRIS/Payroll Administrator	L-C	7/18/2019	Consultant temporarily overseeing functions; Updated Job Description Under Review with LIUNA
<b>130 Finance</b>			
130026 Internal Audit Manager	L-B	8/21/2019	Position on hold
<b>135 Tax Assessor</b>			
135002 Assistant Assessor	MC-7	12/2/2019	Position on hold
<b>140 Law Department</b>			
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
<b>201 Police General Services</b>			
201006 Director of General Services	MC-7	1/1/2021	Position Under Review
<b>20008 Parking Services</b>			
219006 Parking Facilities Technician	T-10	10/27/2019	Filled as Part-Time on trial basis (9/1/20)
<b>302 Public Works Engineering</b>			
302006 Engineering Technician	G-A	8/1/2020	Position under review
<b>312 Public Works Highway</b>			
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
<b>318 Public Works - Traffic Division</b>			
318011 Communications Specialist - DPW	L-E	7/25/2019	Posted
<b>345 Public Works - BC&amp;M</b>			
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
<b>351 Building Inspection</b>			

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacant Since</b>	<b>Comments</b>
351007	Building Inspector	G-A	1/1/2021	Conditional Offer Pending
<b>361 Sewer Division</b>				
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
<b>380 Fleet</b>				
380007	Heavy Duty Mechanic Technician	T-13	7/1/2020	Written Exam 2/4/21
<b>450 Nathaniel Witherell Nursing</b>				
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
<b>502 Human Services</b>				
502003	Human Services Provider I (Bilingual Spanish)	L-F	10/19/2020	List to Department 1/7/2021
<b>BOE - Administration</b>				
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
<b>BOE - Operation of Plants</b>				
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
<b>BOE - Food Services</b>				
6080099	Food Services Manager K-8	L-E	10/1/2019	Position on Hold

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacant Since</b>	<b>Comments</b>
6010098	Food Service Manager - GHS	L-E	8/1/2020	Position on Hold
<b>822 Parks &amp; Rec</b>				
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
<b>701 Greenwich Library</b>				
701104	Library Clerk	G-E	12/25/2020	To be posted
701003	Librarian III	L-C	2/1/2021	To be posted
<b>902 Fire Training</b>				
202001	Deputy Chief of Training	F05	12/1/2020	Written Exam 1/22/21; Oral Exam 2/9/21
<b>Total Vacant Positions</b>		<b>47</b>		
<b>Upcoming Vacancies or Recruitments Underway</b>				
<b>DPW</b>				
	Laborer	T-04	3/1/2021	List to Department
	Building Inspection Staff Assistant	G-D	3/1/2021	Conditional Offer Pending
<b>Fire</b>				
	Fire Lieutenant	F-02	N/A	Written Exam 3/22/21; Oral Exam 3/26/21
<b>Police</b>				
	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