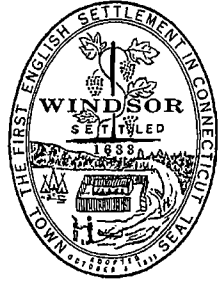




# Council Agenda

Council Chambers  
Windsor Town Hall  
October 7, 2003



## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
  - a) Declaring the month of October 2003 as Lupus Awareness Month
  - b) Declaring the month of October 2003 as Fire Prevention Month
  - c) Declaring the month of October 2003 as Breast Cancer Awareness Month
  - d) Designating October 15, 2003 as White Cane Safety Day
  - e) Honoring Windsor Fife and Drum Corps
  - f) Honoring winners of the 56<sup>th</sup> Home Builder's Association of Hartford County Connecticut Home Show Youth Design Contest
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Town Planning & Zoning Commission
  - b) Library Advisory Board
  - c) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
  - a) \*Amend Administrative Pay Plan and Proposed Job Description of Risk Manager (Councilor Simon)
  - b) \*Amend Administrative Pay Plan and Proposed Job Description for Assistant Building and Facility Manager (Councilor Simon)



- c) \*Amend CILU Local #66 Pay Plan and Proposed Job Description for Weigh Station Clerk (Councilor Simon)

12. NEW BUSINESS

- a) Set Special Town Council meeting to be held on November 10, 2003, at 7:30 p.m. (Town Manager)
- b) \*Results of City scan project (Town Manager)
- c) \*Presentation on Recreation Program (Town Manager)
- d) \*Discussion of Connecticut Metro Patterns Report (Councilor Jepsen)
- e) \*Approval of outstanding Purchase Orders (Councilor Simon)

13. \* RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the September 15, 2003 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

**PROCLAMATION**  
**Designating October 2003 as**  
**Lupus Awareness Month in Windsor**

- WHEREAS,** The month of October is being recognized nationally as Lupus Awareness Month; and
- WHEREAS,** a chronic inflammatory disease, Lupus Erythematosus, affects various parts of the body particularly the skin, joints, blood and kidneys; and
- WHEREAS,** when affected by this disease, the human immune system is unable to tell the difference between foreign substances and its own cells and tissue, causing antibodies to turn on oneself; and
- WHEREAS,** the result can be life-threatening with thousands of Americans dying of Lupus each year; and
- WHEREAS,** with no known cause or cure, the majority of Lupus cases can be controlled if diagnosed properly and early; and
- WHEREAS,** the Lupus Foundation of America is dedicated to the education and continued research of this disease with hope of developing new findings for the care and eventual cure of the 1,400,000—2,000,000 people who have been diagnosed with Lupus.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:**

The Town of Windsor joins with the Lupus Foundation of America, Connecticut Chapter, Inc., to recognize and proclaim the month of October 2003 as **LUPUS AWARENESS MONTH** in the Town of Windsor and calls on our residents to offer their support and understanding to those affected with the disease while aiding in the effort to find the ultimate cure.



A handwritten signature in black ink, which appears to read 'Donald S. Trinks'.

Donald S. Trinks  
Mayor of Windsor  
October 7, 2003

# PROCLAMATION

*Designating October 2003 as  
"Windsor Fire Prevention Month"*

**WHEREAS,** Approximately 3,380 people in the United States died in fires in 2002; and

**WHEREAS,** fires damaged \$10.3 billion dollars worth of property last year in the U.S.; and

**WHEREAS,** the best measure to reduce this toll is to combine public education, the use of smoke detectors, the installation of sprinkler systems, and the practice of fire exit drills; and

**WHEREAS,** in the Town of Windsor, dedicated partners in fire and life safety work together to prevent fires and save lives.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:**

The month of October 2003 be designated as "Windsor Fire Prevention Month," with emphasis on the National Campaign of, "When Fire Strikes: Get Out! Stay Out!"



A handwritten signature in black ink, appearing to read "Donald S. Trinks".

Donald S. Trinks  
Mayor of Windsor  
October 7, 2003

# Proclamation

## Designating October 2003 as Breast Cancer Awareness Month

**WHEREAS,** national statistics show that Breast Cancer is a leading cause of cancer deaths among U.S. women, with 178,700 women newly diagnosed annually and 43,500 women dying every year; and

**WHEREAS,** every three minutes a women is diagnosed with breast cancer and every 12 minutes a women dies of breast cancer; and

**WHEREAS,** approximately 2,600 Connecticut women will be diagnosed with breast cancer and 600 Connecticut women will die of breast cancer this year; and

**WHEREAS,** barriers to timely screening, diagnosis and treatment exist for many women; and

**WHEREAS,** too little is known about the cause of breast cancer and better coordination by researchers, the medical community, and government will help women combat the disease and eventually lead to the cause, cure and prevention of breast cancer; and

**WHEREAS,** the State of Connecticut recommends and encourages breast cancer screening, including timely mammograms, monthly breast self-examination and clinical examination by a physician; and

**WHEREAS,** the breast cancer survival rate after five years is over 95% when diagnosed at its earliest stages; and

**WHEREAS,** the State of Connecticut is dedicated to promoting better health for all women through increased community education and community awareness of the breast cancer health crisis in our state; now

**THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:**

October 2003 is hereby officially designated as BREAST CANCER AWARENESS MONTH in the State of Connecticut.

Donald S. Trinks  
Mayor of Windsor  
October 7, 2003



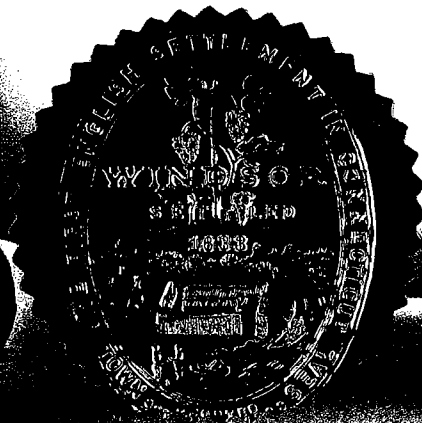
# Proclamation

Designating October 15, 2003 as  
"White Cane Safety Day"

- WHEREAS,** The white cane and the dog guide have come to symbolize every blind person's right to pursue and achieve a full and independent life, and the use of the white cane or the dog guide allows blind persons to travel safely and effectively and undertake gainful employment and otherwise fully participate in society; and
- WHEREAS,** Connecticut State law secures the right of blind persons to carry and use a white cane or be accompanied by a dog guide, whether on the streets and highways, traveling on public transportation, utilizing public accommodations, locating housing or working on the job, and Connecticut law also requires motorists to exercise appropriate caution when approaching a blind person using a white cane or dog guide; and
- WHEREAS,** Connecticut law further encourages employers, in both the private and public sector, to explore and utilize the skills and potentials for productivity of the blind citizens of Connecticut, to recognize their capabilities and respect their worth as individuals; and
- WHEREAS,** the State of Connecticut, with the assistance and cooperation of the National Federation of the Blind of Connecticut is looking forward to an ever-increasing awareness of the abilities of blind people and their greater acceptance in the work place.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:**

The Town of Windsor declares October 15, 2003 as **White Cane Safety Day** and calls upon our schools, institutions and business leaders to ensure full acceptance and equal opportunities for the blind in Windsor and urges all of our citizens to recognize and respect the white cane and dog guide as representing safety, dignity and self-help for the blind of Connecticut.



A handwritten signature in dark ink, appearing to read "Donald S. Trinks".

Donald S. Trinks  
Mayor of Windsor  
October 7, 2003

# PROCLAMATION

## *Honoring the Windsor Fife and Drum Corps*

- WHEREAS,** The Windsor Fife and Drum Corps was established in January 1985 and marched in its first performance at the Shad Derby Festival in May. It was awarded the first place trophy, which was the first of many; and
- WHEREAS,** The music played by the Corps is primarily of the period from the Revolutionary War to the Civil War. Members of the Corps range in age from 10 to 21 and begin by performing easier street music and progress to the more difficult competition music; and
- WHEREAS,** The Corps has performed in all of the New England states (except Maine), New York, Virginia, Florida, and Washington, DC. In the eighteen years since it's founding, the Corps has performed in over 1070 parades, musters and competitions including three performances at Disney World, a performance at Freedom Plaza in Washington D.C. where they represented the State of Connecticut in the 500<sup>th</sup> anniversary of Discovery of America, the St. Patrick's Day parade in New York City and hundreds of local and regional parades, dedications and celebrations; and
- WHEREAS,** In Windsor, the fife and drum corps is an annual favorite in both the Shad Derby Day parade as well as the Memorial Day parade; and
- WHEREAS,** The Windsor Fife and Drum Corps always welcomes new participants. They meet on Thursday evenings at the L. P. Wilson Community Center from 6:00 PM to 8:30 PM in Room 22.

***NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDOR TOWN COUNCIL THAT:***

*The Windsor Fife and Drum Corps* be congratulated and commended, for their distinguished accomplishments, talent and dedication and is recognized by the community of Windsor for their exemplary representation of our town.



Donald S. Trinks  
Mayor of Windsor  
October 7, 2003

# PROCLAMATION

honoring

*Admir Music*

as 1<sup>st</sup> Place Winner of the  
Home Builder's Association 56<sup>th</sup> Original Home Show Youth  
Design Contest

**WHEREAS,** Admir Music, a student of Windsor High School, entered the Home Builder's Association Original Connecticut Home Show Youth Design Contest and won First Place for his award-winning project; and

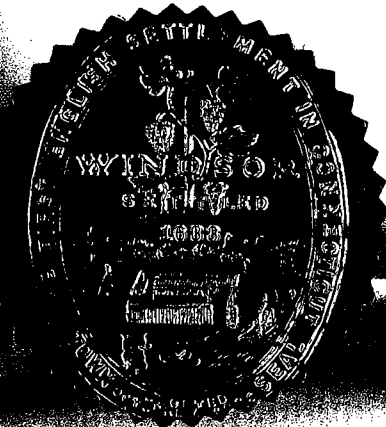
**WHEREAS,** the Home Builder's Association of Hartford County, founded in 1944, is a professional trade organization comprised of builders, remodelers, and related trade professionals from Hartford, Middlesex, and Tolland counties and believes that the "Contest" participants are dedicated young people and an asset to our country; and

**WHEREAS,** each year, talented students from the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades of the school system that are currently enrolled in design or drafting courses in public, parochial, or private schools throughout the state and who are pursuing a career in Architecture, Construction Management, Construction Technology, Structural Engineering or Civil Engineering are allowed to enter this contest; and

**WHEREAS,** the contest affords aspiring young architects and designers an opportunity to demonstrate their creative and technical skills and to showcase their work to the thousands of visitors who attend the Original Connecticut Home Show each year at the Hartford Civic Center.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT:**

Admir Music is congratulated for winning First Place in the Home Builder's Association Original Connecticut Home Show Youth Design Contest with best wishes for success in all future endeavors.



Donald S. Trinks  
Mayor of Windsor  
October 7, 2003

# PROCLAMATION

honoring

***Matt Arey***

**for receiving Honorable Mention in the  
Home Builder's Association 56<sup>th</sup> Original Home Show Youth  
Design Contest**

**WHEREAS,** Matt Arey, a Windsor High School student, entered the Home Builder's Association Original Connecticut Home Show Youth Design Contest and received honorable mention for his award-winning project; and

**WHEREAS,** the Home Builder's Association of Hartford County, founded in 1944, is a professional trade organization comprised of builders, remodelers, and related trade professionals from Hartford, Middlesex, and Tolland counties and believes that the "Contest" participants are dedicated young people and an asset to our country; and

**WHEREAS,** each year, talented students from the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades of the school system that are currently enrolled in design or drafting courses in public, parochial, or private schools throughout the state and who are pursuing a career in Architecture, Construction Management, Construction Technology, Structural Engineering or Civil Engineering are allowed to enter this contest; and

**WHEREAS,** the contest affords aspiring young architects and designers an opportunity to demonstrate their creative and technical skills and to showcase their work to the thousands of visitors who attend the Original Connecticut Home Show each year at the Hartford Civic Center.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT:**

Matt Arey is congratulated for receiving honorable mention in the Home Builder's Association Original Connecticut Home Show Youth Design Contest with best wishes for success in all future endeavors.



Donald S. Trinks  
Mayor of Windsor  
October 7, 2003

# PROCLAMATION

honoring

**Chris Gaines**

for receiving Honorable Mention in the  
Home Builder's Association 56<sup>th</sup> Original Home Show Youth  
Design Contest

- WHEREAS,** Chris Gaines, a Windsor High School student, entered the Home Builder's Association Original Connecticut Home Show Youth Design Contest and received honorable mention for his award winning project; and
- WHEREAS,** the Home Builder's Association of Hartford County, founded in 1944, is a professional trade organization comprised of builders, remodelers, and related trade professionals from Hartford, Middlesex, and Tolland counties and believes that the "Contest" participants are dedicated young people and an asset to our country; and
- WHEREAS,** each year, talented students from the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades of the school system that are currently enrolled in design or drafting courses in public, parochial, or private schools throughout the state and who are pursuing a career in Architecture, Construction Management, Construction Technology, Structural Engineering or Civil Engineering are allowed to enter this contest; and
- WHEREAS,** the contest affords aspiring young architects and designers an opportunity to demonstrate their creative and technical skills and to showcase their work to the thousands of visitors who attend the Original Connecticut Home Show each year at the Hartford Civic Center.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT:**

Chris Gaines is congratulated for receiving honorable mention in the Home Builder's Association Original Connecticut Home Show Youth Design Contest with best wishes for success in all future endeavors.



A handwritten signature in dark ink, appearing to read "Donald S. Trinks".

Donald S. Trinks  
Mayor of Windsor  
October 7, 2003

# PROCLAMATION

honoring

**Mike Pietraroia**

as 2<sup>nd</sup> Place Winner of the  
Home Builder's Association 56<sup>th</sup> Original Home Show Youth  
Design Contest

**WHEREAS,** Mike Pietraroia, a Windsor High School student, entered the Home Builder's Association Original Connecticut Home Show Youth Design Contest and won Second Place for his award-winning project; and

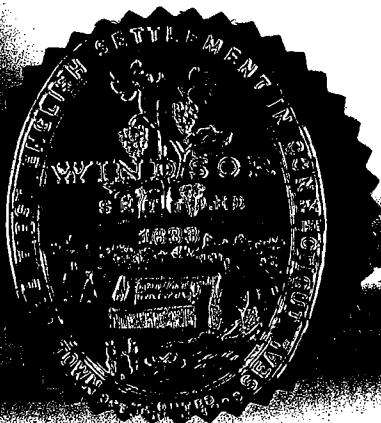
**WHEREAS,** the Home Builder's Association of Hartford County, founded in 1944, is a professional trade organization comprised of builders, remodelers, and related trade professionals from Hartford, Middlesex, and Tolland counties and believes that the "Contest" participants are dedicated young people and an asset to our country; and

**WHEREAS,** each year, talented students from the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades of the school system that are currently enrolled in design or drafting courses in public, parochial, or private schools throughout the state and who are pursuing a career in Architecture, Construction Management, Construction Technology, Structural Engineering or Civil Engineering are allowed to enter this contest; and

**WHEREAS,** the contest affords aspiring young architects and designers an opportunity to demonstrate their creative and technical skills and to showcase their work to the thousands of visitors who attend the Original Connecticut Home Show each year at the Hartford Civic Center.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT:**

Mike Pietraroia is congratulated for winning Second Place in the Home Builder's Association Original Connecticut Home Show Youth Design Contest with best wishes for success in all future endeavors.



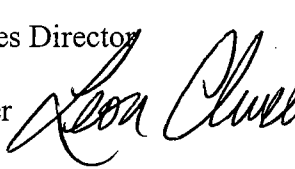
Donald S. Trinks  
Mayor of Windsor  
October 7, 2003

## Agenda Item Summary

Date: October 7, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Position Reclassification – Risk Manager

### Background

The Finance Director requested that the Risk Manager position be evaluated to determine proper placement in the administrative pay plan. The request was made due to concerns about internal equity in comparison to other positions that require a similar level of experience, skill and responsibility and to check external market salaries.

There are typically three components involved in evaluating the appropriate pay range for a position. They are: updating the job description, gathering and reviewing external market data and an internal equity comparison of similar positions in the organization.

### Discussion/Analysis

The current job description was written in 2000. One change has been made to the job description. The responsibility for chairing the safety committee has been changed because, according to the state worker's compensation statutes, the chairman of the safety committee must be elected annually rather than being assigned.

The Risk Manager position requires a minimum of a Bachelor's degree in public administration, business, finance or a related field and five years risk management or insurance experience. The position is responsible for the town's comprehensive risk management program including risk identification and avoidance, risk transfer, loss control, risk financing; including self-insurance, reserve funding and commercial insurance. The position is also responsible for the town's safety program, safety training and worker's compensation program for the town and board of education employees.

Towns with comparable positions were surveyed including, Hartford, Norwalk, Greenwich, East Hartford, West Hartford and Wallingford.

Municipality	Position Title	Minimum Qualifications	Current Salary
Hartford	Risk Manager	Bachelor's degree plus 3 yrs exp. and insurance broker's license	\$55,000 - \$87,000
Norwalk	Risk Manager	Bachelor's degree plus 3 yrs. exp., Master's desirable	\$73,000
Greenwich	Director of Risk Management	Bachelor's degree plus 8 yrs. exp. w/ 5 yrs supervisory exp.	\$71,000 - \$95,000

East Hartford	Risk Manager	Bachelor's degree plus 3 yrs. exp.	\$59,395 - \$77,950*
West Hartford	Risk Manager	Bachelor's degree plus experience	\$78,860 - \$84,000*
Wallingford	Risk Manager	Bachelor's degree plus 3 yrs. exp.	\$64,200 - \$82,160*
Windsor	Risk Manager	Bachelor's degree plus 5 yrs. exp.	\$33,000 - \$70,000
Average			<b>\$62,065 - \$81,300</b>

\*Converted from a 35 hour work week to 40 hour work week.

The current pay range minimum (\$33,000) is 88% below the average minimum and the range maximum (\$70,000) is 16% below the average maximum.

To determine the appropriate pay range, an internal comparison of positions in the current Administrative pay plan that require a similar level of responsibility and qualifications was conducted. The positions were evaluated and compared by the Finance Director and the Human Resources Director using the following criteria: independent judgement required, responsibility for supervising employees or programs, level of internal and external contacts required, responsibility (amount/value of resources and consequences of errors) and minimum education and experience required.

The comparable internal positions are:

Title	Minimum Qualifications	Salary Range
Assessor	Bachelor's Degree, extensive exp.	\$41,000-\$91,000
Assistant Finance Director	Bachelor's Degree, 3 yrs. exp.	\$41,000-\$91,000
Tax Collector	Bachelor's Degree, 2 yrs. exp.	\$41,000-\$91,000
Fire Marshal	Bachelor's Degree, 3 yrs. exp.	\$41,000-\$91,000
Town Clerk	Master's Degree, 3 yrs. exp.	\$41,000-\$91,000
<b>Risk Manager</b>	<b>Bachelor's Degree, 5 yrs. exp.</b>	<b>\$33,000-\$70,000</b>

These positions all require a high degree of independent judgement, responsibility for managing a specific operation or key area of the town government, contact and communications with individuals at all levels of the organization and in the community, responsibility for town financial resources and/or safety, and require a minimum of a Bachelor's degree.

Based on this internal comparison the Pay Grade 2 (\$41,000-\$91,000) is indicated to establish and maintain internal equity.

It is recommended that the Risk Manager position be reclassified to Administrative Pay Grade 2 (\$41,000 - \$91,000). This recommendation is made after evaluating the external market data and equity within the existing administrative pay structure.

#### Financial Impact

The financial impact is \$2,962 for additional salary for fiscal year 2003. The funds are available in the current year budget. Below is a comparison of the cost of the town's self-insured risk management program versus the premium costs of a fully insured program. The Risk Manager's salary is paid from the insurance fund. Self-insuring the risk management program continues to be cost effective for the insurance fund and the town.

Premium	FY2003	FY2002	FY2001	Total
Total cost to date	229,972	391,482*	249,007	870,461
Insurance Premium that would be paid if not self-insured	850,160	703,269	784,723	2,338,152
<b>Savings</b>	<b>620,188</b>	<b>311,787</b>	<b>535,716</b>	<b>1,467,691</b>

Other Board Action

The Finance Committee approved the reclassification of this position at the September 24, 2003 meeting.

Recommendations

If the Town Council is in agreement with the recommendation of approving the proposed job description and amending the Administrative Pay Plan to reclassify the position of Risk Manager from pay grade 1, group B to pay grade 2 the following motion is in order:

**“MOVE, that the Town of Windsor Administrative Pay Plan be amended to reclassify the position of Risk Manager from pay grade 1, group B to pay grade 2 and the proposed job description be approved.”**

Attachments

Current Risk Manager job description

Proposed Risk Manager job description

# **TOWN OF WINDSOR POSITION DESCRIPTION**

## **TOWN OF WINDSOR POSITION DESCRIPTION**

**Class Title:** Risk Manager

**Date:** September 5, 2000

**Group:** Administrative, Clerical and Fiscal

### **GENERAL PURPOSE**

Performs a variety of routine and complex administrative and technical work in planning, coordinating and administering the risk and insurance programs of the Town.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates insurance programs such as fidelity, surety, liability, property, group life, medical, pension and workers' compensation; directs insurance negotiations, selects insurance brokers and carriers, and places insurance; coordinates functions of Third Party Administrators (TPA) and other vendors; appoints claims and self-insurance administrators, and allocates program costs.
- Identifies, analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on organization; selects appropriate technique to minimize loss such as avoidance, loss prevention and reduction, retention, grouping of exposure units, and transfer.
- Assists Insurance Commission by gathering information on premiums, terms and conditions of all property and casualty insurance policies and insurance carrier effectiveness; verifying the accuracy of coverage secured; drafting insurance specifications, accumulating underwriting data, and soliciting quotes from qualified agents and brokers.
- Chairs "Risk Management Safety Committee" composed of Town staff; designs and implements safety and loss control programs, utilizing techniques such as on-site inspections, defensive driving courses and other training, and safety and accident committees; establishes an "Accident Review Committee" to review accidents and recommend disciplinary or other appropriate action; promotes employee awareness of the negative effects of accidental loss through training, education and incentive programs.
- Reviews Town contracts and agreements for language affecting risk management and loss control considerations; reviews documents to identify and rectify deficiencies, assure that insurance requirements are adequate and current, and renewal is accomplished in a timely manner.
- Establishes and coordinates claim control procedures to monitor the efficient handling of claims; processes and investigates all Claims For Damages; prepares claim and lawsuit information for attorneys and insurance claims adjusters.
- Establishes and maintains a risk management information system to record value of all Town property; prepares an annual forecast of accidental losses reasonably expected to occur; prepares an annual report concerning risk management objectives and plans.
- Prepares and maintains risk management operations manual for the Town; updates Finance Director and Insurance Commission of current trends and developments, including changes in government regulations, in risk management field; recommends ordinances, resolutions, policies and procedures to better manage risks and control losses or organization.
- Carries out a variety of routine administrative procedures; maintains records; answers in-coming calls and routes callers or provides information; receives public and provides customer assistance.

### **ADDITIONAL DUTIES**

- Assists in labor negotiations by providing technical information on insurance programs, risk, safety and loss control issues.

- Participates in meetings, seminars and training sessions; serves as a member of various employee committees; performs related work as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience:*

- Bachelor's degree in finance, business, public administration or a closely related field, with 5 years experience in either risk management or insurance; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities:*

- Good knowledge of insurance industry; good knowledge of public risk management and loss control principles and practices; working knowledge of internal control procedures; working knowledge of contracts and legal agreements.
- Skill in operating the listed tools and equipment.
- Good ability to analyze complex proposals and contracts; good ability to maintain efficient and effective risk management systems and procedures; good ability to analyze risks and exposures; good ability to organize people and projects relating to risk management; good ability to establish and maintain effective working relationships with other employees, vendors, claimants and the general public; good ability to communicate effectively orally and in writing.

### *Special Requirements:*

- Valid Connecticut driver's license or ability to obtain one.
- Certification as Property and Casualty Underwriter (CPCU), Associate in Risk Management (ARM) or Associate in Loss Control Management (ALCM) desirable.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including spreadsheet and word processing software; audio-visual equipment and other safety training equipment; telephone; 10-key calculator; typewriter; copy, fax machine and automobile.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee occasionally works in outdoor conditions while investigating claims and is occasionally exposed to wet humid conditions or moving mechanical parts.
- The noise level in the work environment is usually quiet.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

# **TOWN OF WINDSOR POSITION DESCRIPTION**

## **TOWN OF WINDSOR PROPOSED POSITION DESCRIPTION**

**Class Title:** Risk Manager **Date:** September 5, 2000  
**Group:** Administrative, Clerical and Fiscal

### **GENERAL PURPOSE**

Performs a variety of routine and complex administrative and technical work in planning, coordinating and administering the risk and insurance programs of the Town.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates insurance programs such as fidelity, surety, liability, property, group life, medical, pension and workers' compensation; directs insurance negotiations, selects insurance brokers and carriers, and places insurance; coordinates functions of Third Party Administrators (TPA) and other vendors; appoints claims and self-insurance administrators, and allocates program costs.
- Identifies, analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on organization; selects appropriate technique to minimize loss such as avoidance, loss prevention and reduction, retention, grouping of exposure units, and transfer.
- Assists Insurance Commission by gathering information on premiums, terms and conditions of all property and casualty insurance policies and insurance carrier effectiveness; verifying the accuracy of coverage secured; drafting insurance specifications, accumulating underwriting data, and soliciting quotes from qualified agents and brokers.
- Participates on the town's "Risk Management Safety Committee" composed of Town staff; designs and implements safety and loss control programs, utilizing techniques such as on-site inspections, defensive driving courses and other training, and safety and accident committees; establishes an "Accident Review Committee" to review accidents and recommend disciplinary or other appropriate action; promotes employee awareness of the negative effects of accidental loss through training, education and incentive programs.
- Reviews Town contracts and agreements for language affecting risk management and loss control considerations; reviews documents to identify and rectify deficiencies, assure that insurance requirements are adequate and current, and renewal is accomplished in a timely manner.
- Establishes and coordinates claim control procedures to monitor the efficient handling of claims; processes and investigates all Claims For Damages; prepares claim and lawsuit information for attorneys and insurance claims adjusters.
- Establishes and maintains a risk management information system to record value of all Town property; prepares an annual forecast of accidental losses reasonably expected to occur; prepares an annual report concerning risk management objectives and plans.
- Prepares and maintains risk management operations manual for the Town; updates Finance Director and Insurance Commission of current trends and developments, including changes in government regulations, in risk management field; recommends ordinances, resolutions, policies and procedures to better manage risks and control losses or organization.
- Carries out a variety of routine administrative procedures; maintains records; answers in-coming calls and routes callers or provides information; receives public and provides customer assistance.

### **ADDITIONAL DUTIES**

- Assists in labor negotiations by providing technical information on insurance programs, risk, safety and loss control issues.
- Participates in meetings, seminars and training sessions; serves as a member of various employee committees; performs related work as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience:*

- Bachelor's degree in finance, business, public administration or a closely related field, with 5 years experience in either risk management or insurance; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities:*

- Good knowledge of insurance industry; good knowledge of public risk management and loss control principles and practices; working knowledge of internal control procedures; working knowledge of contracts and legal agreements.
- Skill in operating the listed tools and equipment.
- Good ability to analyze complex proposals and contracts; good ability to maintain efficient and effective risk management systems and procedures; good ability to analyze risks and exposures; good ability to organize people and projects relating to risk management; good ability to establish and maintain effective working relationships with other employees, vendors, claimants and the general public; good ability to communicate effectively orally and in writing.

### *Special Requirements:*

- Valid Connecticut driver's license or ability to obtain one.
- Certification as Property and Casualty Underwriter (CPCU), Associate in Risk Management (ARM) or Associate in Loss Control Management (ALCM) desirable.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including spreadsheet and word processing software; audio-visual equipment and other safety training equipment; telephone; 10-key calculator; typewriter; copy, fax machine and automobile.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee occasionally works in outdoor conditions while investigating claims and is occasionally exposed to wet humid conditions or moving mechanical parts.
- The noise level in the work environment is usually quiet.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the*

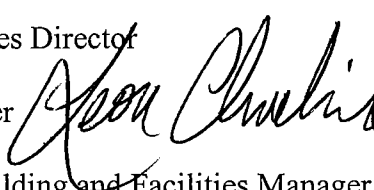
*employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

## Agenda Item Summary

Date: October 7, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Position Reclassification – Building and Facilities Manager

### Background

The Director of Public Works and the Building and Facilities Manager requested that the Administrative Aide job description be updated and the position evaluated to determine proper placement in the Administrative pay plan. The request was made due to concerns about internal equity in comparison to other positions that require a similar level of experience, skill and responsibility and to check external market salaries.

There are typically three components involved in evaluating the appropriate pay range for a position. They are: updating the job description, gathering and reviewing external market data and an internal equity comparison of similar positions in the organization.

### Discussion/Analysis

The current job description was updated in 2001 to reflect general Administrative Aide duties. The job description is still valid for the other Administrative Aide positions; however, the incumbent assigned to the Town Buildings division, is performing duties outside the scope of the current Administrative Aide job description. A new job description has been written to reflect the specific duties and responsibilities related to building and facility maintenance (85% of time), audio/visual production and Windsor Government television duties (15% of time).

A survey was conducted to compare similar positions in other entities. Both Facility Coordinator type positions and Audio/Visual and Television Operations positions were surveyed.

Municipality	Position Title	Minimum Qualifications	Current Salary	Salary Adjustment for CT.
Hamden	Foreman of Buildings - Public Works	Vocational School plus 4 yrs. Exp. And 2 yrs. Supervisory exp.	\$43,526-\$50,533	
Tolland	Parks and Facilities Manager	Technical School plus 5 yrs. exp. and 2 yrs. Supervisory	\$58,859	
East Hartford	Facility Manager	Associate's degree, plus 5 yrs. exp.	\$49,832-\$58,295	
Groton	Building Maintenance Supervisor	6 yrs. exp. plus supervisory exp.	\$51,316-\$56,657	
Ocoee, FL	TV Operations Manager	Bachelor's degree plus 2 yrs. exp.	\$41,461-\$65,171	\$51,000-\$78,000
Foster City, CA	Video Producer	Bachelor's degree plus 3 yrs. exp.	\$52,452-\$63,768	\$32,000-\$40,000

<u>Cupertino, CA</u>	Producer	Bachelor's degree plus 3 yrs. exp.	\$49,608-\$60,300	\$28,000-\$34,000
<u>Windsor</u>	<b>Administrative Aide</b>	<b>Bachelor's degree</b>	<b>\$29,000-\$60,000</b>	
<u>AVERAGE</u>				<b>\$42,800-\$54,290</b>

To determine the appropriate pay range, positions in the current Administrative pay plan that require a similar level of responsibility and qualifications were compared. The positions were evaluated and compared by the Public Works Director, the Building and Facilities Manager and the Human Resources Director using the following criteria: independent judgement required, responsibility for supervising others, level of internal and external contacts required, responsibility (amount/value of resources and consequences of errors) and minimum education and experience required.

The comparable internal positions were Assistant Town Planner, Management Information Systems Supervisor, Lending and Technical Services Manager and Library Branch Manager (Pay Grade 1, Group B \$33,000-\$70,000). These positions require a moderate to high degree of independent judgement, responsibility for supervising others, contact and communications with individuals at all levels of the organization and in the community, and require a minimum of a Bachelor's degree.

Based on this internal comparison the Pay Grade 1, Group B (\$33,000-\$70,000) is indicated to establish and maintain internal equity.

It is recommended that the Administrative Aide position in the Public Works Department, Town Buildings Division, be reclassified to Pay Grade 1, Group B (\$33,000-\$70,000) and that the position title be changed to Assistant Building and Facilities Manager. This recommendation is made after evaluating the newly updated job description and evaluating external salary data and internal equity.

#### Financial Impact

The financial impact is \$1,783 for additional salary for fiscal year 2003. The funds are available in the current year budget.

#### Other Board Action

The Finance Committee approved the reclassification of this position at the September 24, 2003 meeting.

#### Recommendations

If the Town Council is in agreement with the recommendation of approving the proposed job description and amending the Administrative Pay Plan to reclassify one Administrative Aide position from pay grade 1, group A to pay grade 1, group B and changing the title to Assistant Building and Facility Manager, the following motion is in order:

**“MOVE, that the Town of Windsor Administrative Pay Plan be amended to reclassify one Administrative Aide position from pay grade 1, group A to pay grade 1, group B changing the title to Assistant Building and Facility Manager and the proposed job description be approved.”**

#### Attachments

Current Administrative Aide job description

Proposed Assistant Building and Facilities Manager job description

# **TOWN OF WINDSOR POSITION DESCRIPTION**

**Class Title:** Administrative Aide  
**Group:** Administrative, Clerical and Fiscal  
**Date:** September 5, 2000

## **GENERAL PURPOSE**

Performs administrative research on special projects and assists in the analysis of programs, services, systems, policies and procedures to devise the most efficient and effective methods of service delivery.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepares a variety of studies, reports and related information for decision-making purposes; conducts research and analysis; prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
- Conducts surveys, analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding.
- Prepares drafts of administrative directives and bulletins, speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Makes presentations to staff, town council, boards and commissions, civic groups and the general public as assigned.
- Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
- Carries out a variety of routine administrative procedures in assigned department; maintains records; answers in-coming calls and routes callers or provides information; receives public and provides customer assistance; operates a vehicle to run errands.

## **ADDITIONAL DUTIES**

- Participates in meetings, seminars and training sessions; serves as a member of various employee committees.
- May assist in the preparation of annual budget, capital improvement program and annual report.
- Performs related work as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience:*

- Bachelor's degree in public administration, business management or a related field; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities:*

- Working knowledge of the principles and practices of modern public administration; working knowledge of research techniques and information resources; working knowledge of statistical

and budgeting concepts and methods.

- Skill in operation of listed tools and equipment;
- Ability to prepare clear, concise and complete reports and to make reasonable conclusions and recommendations; ability to communicate effectively verbally; ability to establish and maintain effective working relationships with other employees and the general public.

*Special Requirements:*

- Valid Connecticut driver's license or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and database software; 10-key calculator; phone; copy machine; fax machine and motor vehicle.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals or airborne particles, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

# **TOWN OF WINDSOR PROPOSED POSITION DESCRIPTION**

**Class Title:** Assistant Building and Facilities Manager  
**Department:** Public Works  
**Division:** Town Buildings  
**Date:** August 2003

## **GENERAL PURPOSE**

Coordinates maintenance of all town buildings and facilities. Assigns work to maintenance workers and contractors. Prepares bid documents for building and repair work and oversees work of contractors to insure bid specifications are met. Supervision is exercised over custodian, maintenance employees and contractors. Work is performed with considerable independence with general direction from the Buildings and Facilities Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintains a preventive maintenance program for town buildings and facilities operating within the annual budget. Includes heating, air conditioning, lighting and all other repair and maintenance.

Writes project specifications and defines scope of project work for facility repairs and improvements, secures bids and recommends contract awards. Oversees work of contractors and resolves issues that arise. Processes contractor invoices for payment.

Coordinates the repair and maintenance of the town's vehicle pool.

Performs minor electrical maintenance and repairs and other minor maintenance work.

Orders supplies and equipment and processes bills for payment.

Oversees the telephone system.

Produces live and videotaped broadcasts of Town meetings and special events. Responsible for the technical aspects of the production process including shooting, directing and editing audio and video programs.

## **ADDITIONAL DUTIES**

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Performs related work as required.

