



Town of Groton, Connecticut

45 Fort Hill Road
Groton, CT 06340-4394
Town Clerk 860-441-6640
Town Manager 860-441-6630

Meeting Agenda

Town Council

Mayor Bruce S. Flax, Councilor Dean G. Antipas, Councilor Diane Barber, Councilor Greg Grim, Councilor Rich Moravsik, Councilor Karen F. Morton, Councilor Bonnie Nault, Councilor Deb Peruzzotti, and Councilor Harry A. Watson

Tuesday, July 18, 2017

7:30 PM

Town Hall Annex - Community Room 1

REGULAR MEETING

I. ROLL CALL

II. SALUTE TO THE FLAG

III. RECOGNITION, AWARDS & MEMORIALS

- Fourth of July Parade Awards Presentation

IV. RECEIPT OF CITIZENS' PETITIONS, COMMENTS AND CONCERNS

This is the portion of the Council Agenda where the Council welcomes comments from citizens. Each presentation should be limited to five (5) minutes or less, and citizens should, if possible, submit written comments. Presentations should be related to matters pertinent to Groton. Town Councilors will only ask questions in order to clarify the speaker's presentation and can respond during the Responses to Citizens' Petitions portion of the Town Council meeting. Citizens should make their presentations from the lectern and state their names and addresses for the record.

V. RESPONSES TO CITIZENS' PETITIONS, COMMENTS AND CONCERNS

VI. CONSENT CALENDAR

All matters listed under Item VI (Consent Calendar) are considered to be routine and will be enacted by one motion. No separate discussion of these items will take place, unless cause is shown prior to the time Council votes on the motion to adopt.

a. Approval of Minutes

2017-0178 Approval of Minutes (Town Council)

Resolution - Consent

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meeting of June 20, 2017 are hereby accepted and approved.

b. Administrative Items

2017-0171 Special Trust Fund Contributions

Resolution - Consent

RESOLUTION ACCEPTING CONTRIBUTIONS TO SPECIAL TRUST FUNDS

RESOLVED, that the Town Council hereby accepts contributions to the Town as follows:

Daniel Tyler - \$25.00 - Groton Utilities Energy Assistance Program

Donna Holmes - \$25.00 - Groton Utilities Energy Assistance Program

Robert & Phyllis Boggs - \$20.00 - Groton Utilities Energy Assistance Program

City of Groton Matching Funds - \$285.00 - Groton Utilities Energy Assistance Program

Patricia Crowley - \$25.00 - Social Services Discretionary

CT ZETA Chapter, Alpha Delta Kappa - \$250.00 - Social Services Discretionary

Hugh Hunter - \$200.00 - Social Services Discretionary

Susanna Nash - \$25.00 - Social Services Discretionary

Raymond & Virginia Bousquet - \$75.00 - Social Services Discretionary
 Gretchen Brautigam - \$25.00 - Social Services Discretionary
 Shirley Caputo - \$50.00 - Social Services Discretionary
 Joann & Thomas Laskoski -\$20.00 - Social Services Discretionary
 James & Marguerite Mitchell - \$25.00 - Social Services Discretionary
 Mystic Lions Community Foundation - \$2,000 - Social Services Discretionary
 Lee Vincent - \$50.00 - Social Services Discretionary
 Wendy & Ronald Yuhas - \$50.00 - Social Services Discretionary
 Spyglass Condominium Association - \$125.00 - Library Miscellaneous
 Anononymous - \$128.00 - Groton Utilities Energy Assistance Program
 John Burger - \$50.00 - Groton Utilities Energy Assistance Program
 Ronald Stoven - \$100.00 - Groton Utilities Energy Assistance Program
 City of Groton Matching Funds - \$225.00 - Groton Utilities Energy Assistance Program
 Stephen Godomsky - \$50.00 - Parks and Recreation Revolving
 Nina Nelson - \$5.00 - Parks and Recreation Revolving
 Richard Foreman - \$5.00 - Parks and Recreation Revolving
 Fiduciary Trust Company - \$10,000 - Library Miscellaneous
 Kitchen Little, In Memory of Ronnie Cousens - \$120.00 - Social Services Discretionary
 Lee Vincent - \$50.00 - Social Services
 Moms Club of Groton, Ledyard, Mystic and Stonington - \$100.00 - Library Miscellaneous

c. Deletions from the Town Council Referral List

2014-0130	Non-Union Terms and Conditions	Referral
2016-0198	FYE 2017 Fire District PILOT	Referral
2016-0309	Amtrak Northeast Corridor Rail Investment Plan Tier 1 Environmental Impact Statement	Referral
2017-0054	City Highway Budget - FYE 2018	Referral
2017-0175	Police Support Specialist Job Description	Referral
2017-0176	Inspector I - Construction Job Description	Referral
2017-0177	Supervisor, Human Resources Administration Job Description	Referral
2017-0179	One-Time and General Wage Adjustments for Non-Union Employees	Referral
2017-0180	Change in Health Insurance Plan for Non Union Employees	Referral

VII. COMMUNICATIONS & REPORTS (Other than Committee Reports)

- a. Town Councilors
- b. Clerk of the Representative Town Meeting
- c. Clerk of the Council
- d. Town Manager

VIII. COMMITTEE REPORTS

- a. Personnel & Appointments - Chairman Watson
- b. Rules - Chairman Antipas
- c. Committee of the Whole - Mayor Flax

IX. NEW BUSINESS

2014-0130 Non-Union Terms and Conditions Referral

RESOLUTION AUTHORIZING AMENDMENTS TO THE PAY PLAN FOR NON-UNION EMPLOYEES OF THE TOWN OF GROTON

WHEREAS, pursuant to the Non Union Terms and Conditions of the Town of Groton, the Town Council reserves the right, upon the recommendation of the Town Manager, to alter or terminate at any time, the practices, policies, plans and benefits described in said document.

WHEREAS, Town Manager Mark Oefinger recommended the adoption of an updated pay plan for Non Union employees as set forth in the attached pay plan.

WHEREAS, the Town Council has considered the recommendation of the Town Manager, now therefore be it

RESOLVED, that pursuant to the recommendation of the Town Manager, the Non Union pay plan is amended as set forth in the attached document.

Legislative History

4/10/2014	Mayor	Referred	Town Council Committee of th
7/14/2015	Town Council Committee of the Whole	Not Discussed	
7/28/2015	Town Council Committee of the Whole	Discussed	

Town Attorney Eileen Duggan reviewed sick leave payouts for non-union and all bargaining units, and vacation payouts for non-union. She explained that the formula for vacation payouts was put in place in the mid-1990s to put a cap on payouts for large accumulations of vacation. Councilor Flax noted that the amount being paid out is minimal, but it deserves attention. There is no line item in the budget for vacation payouts; excess funds are used rather than returning them to the General Fund. Town Manager Oefinger explained that the Salary Adjustments line item in the budget was eliminated in 2011. If there are no excess funds, no payout is made. Councilor Flax asked about the line between earning vacation, forcing vacation use, and payouts. The Town Manager explained that in order for an employee to be eligible for a payout, he or she must use at least 15 days of vacation in a year.

Councilor Frink noted that the primary driver is accumulation of vacation leave after 15 years of service. Attorney Duggan noted that the accumulation is the same for all bargaining units, with a tiered system for the Police union.

7/11/2017	Town Council Committee of the Whole	Discussed	
7/11/2017	Town Council Committee of the Whole	Recommended for a Resolution	

2017-0179 One-Time and General Wage Adjustments for Non-Union Employees Referral

RESOLUTION AUTHORIZING WAGE ADJUSTMENTS AND A GENERAL WAGE INCREASE FOR NON-UNION EMPLOYEES OF THE TOWN OF GROTON

WHEREAS, pursuant to the Non Union Terms and Conditions of the Town of Groton, the Town Council reserves the right, upon the recommendation of the Town Manager, to alter or terminate at any time, the practices, policies, plans and benefits described in said document.

WHEREAS, pursuant to the updated pay plan adopted by the Town Council, employees in four (4) positions are compensated below the minimum entry salary identified in the updated pay plan.

WHEREAS, Non Union employees have not received wage increases since the July 1, 2015-July 1, 2016 fiscal year.

WHEREAS, Town Manager Mark Oefinger recommended wage adjustments for employees in the

four (4) positions who are compensated below the minimum entry rate up to the level of the minimum entry rate, as well as a general wage increase for all Non Union employees, now therefore be it

RESOLVED, that pursuant to the recommendations of the Town Manager as discussed by the Committee of the Whole, wages of employees in the four (4) positions who are compensated below the minimum entry rate shall be adjusted to the minimum entry rate effective July 1, 2017, and all Non Union employees shall then receive a 2.5% wage increase effective and retroactive to July 1, 2017.

Legislative History

7/11/2017	Town Council Committee of the Whole	Recommended for a Resolution	Referral
2017-0180	Change in Health Insurance Plan for Non Union Employees		

RESOLUTION AUTHORIZING CHANGE OF HEALTH INSURANCE PLAN DESIGN FOR NON-UNION EMPLOYEES OF THE TOWN OF GROTON

WHEREAS, pursuant to the Non Union Terms and Conditions of the Town of Groton, the Town Council reserves the right, upon the recommendation of the Town Manager, to alter or terminate at any time, the practices, policies, plans and benefits described in said document.

WHEREAS, Sections 21.1-21.3 of the Non Union Terms and Conditions sets forth the current health insurance plan design and cost share contribution by employees and Section 8 of the Retirement Plan for Non Union Employees provides that eligible retirees between the ages of 55-65 (and their eligible spouses and/or dependents) may participate in the insurance plan provided to active employees.

WHEREAS, a change in insurance plan design is recommended for active employees to a mandatory \$2000/\$4000 high deductible health plan (which currently is provided on an optional basis) with a ten percent (10%) employee cost share and \$1000/\$2000 annual contribution by the Town toward the single or two person/family annual deductible. A copy of the plan design is attached.

WHEREAS, the Town's contribution toward the funding of the high deductible health plan is not an element of the underlying insurance plan, but relates to the manner in which the deductible will be funded for active employees. The Town has no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment, now therefore be it

RESOLVED, that a mandatory deductible health plan, per the attached plan design and with a ten percent (10%) employee cost share and \$1000/\$2000 annual contribution by the Town toward the single or two person/family annual deductible, be implemented for Non Union employees as soon as possible, and that the Director of Human Resources prepare an amendment to Sections 21.1-21.3 of the Non Union Terms and Conditions in accordance with the same.

2017-18 High Deductible Health Plan Design

In Network

Deductible \$2,000/\$4,000 combined with OON
 Co-insurance 100/0, after deductible
 \$0 Wellness, deductible waived
 All other Medical 0% after deductible
 All other RX subject to copays below
 Out of Pocket Max \$5,000/\$6,850 combined with OON

Out of Network

Deductible \$2,000/\$4,000 combined with In Network
 Co-insurance 80/20, after deductible
 Out of Pocket Max \$5,000/\$6,850 combined with IN

	7/11/2017	Town Council Committee of the Whole	Discussed	
	7/11/2017	Town Council Committee of the Whole	Recommended for a Resolution	
2017-0177		Supervisor, Human Resources Administration Job Description		Referral

RESOLUTION APPROVING REVISED JOB DESCRIPTION FOR SUPERVISOR, HUMAN RESOURCES ADMINISTRATION
 WHEREAS, the Human Resources Coordinator is taking on additional responsibilities to fill the void of Safety and Risk Coordinator, and

WHEREAS, the Supervisor, Human Resources Administration will review current practices and establish best practices in the area of health safety and risk management, and

WHEREAS, the change in responsibilities is associated with a departmental restructure suggested by the Director of Human Resources/Risk Management, now therefore be it

RESOLVED, that the Town Council approves the attached job description for Supervisor, Human Resources Administration prepared July 2017.

Legislative History

	6/30/2017	Mayor	Referred	Town Council Committee of th
	7/11/2017	Town Council Committee of the Whole	Discussed	
	7/11/2017	Town Council Committee of the Whole	Recommended for a Resolution	

X. ADJOURNMENT

TOWN OF GROTON NON-UNION WAGE RANGE

POSITION	MINIMUM ENTRY RATE ₁	MAXIMUM ENTRY RATE ₂	MAXIMUM SALARY RATE ₃
CHIEF OF POLICE	\$112,041.00	\$128,847.00	\$141,731.00
DIRECTOR OF FINANCE	\$106,424.00	\$122,388.00	\$134,627.00
DIRECTOR OF PLANNING AND DEVELOPMENT	\$101,524.00	\$116,752.00	\$128,427.00
DIRECTOR OF PUBLIC WORKS	\$101,524.00	\$116,752.00	\$128,427.00
ASSISTANT TOWN MANAGER	\$101,524.00	\$116,752.00	\$128,427.00
DEPUTY CHIEF OF POLICE	\$98,616.00	\$113,409.00	\$124,749.00
DIRECTOR OF HUMAN RESOURCES / RISK MGMT	\$95,817.00	\$110,190.00	\$121,209.00
DIRECTOR OF PARKS & RECREATION SERVICES	\$90,040.00	\$103,547.00	\$113,902.00
DIRECTOR OF LIBRARY SERVICES	\$90,040.00	\$103,547.00	\$113,902.00
DIRECTOR OF HUMAN SERVICES	\$88,888.00	\$102,221.00	\$112,443.00
MANAGER EMERGENCY COMMUNICATIONS / EMERGENCY MANAGEMENT DIRECTOR	\$87,994.00	\$101,193.00	\$111,312.00
MANAGER OF INFORMATION TECHNOLOGY	\$87,994.00	\$101,193.00	\$111,312.00
POLICE CAPTAIN	\$86,540.00	\$99,521.00	\$109,473.00
ASSISTANT DIRECTOR OF PLANNING AND DEVELOPMENT	\$85,753.00	\$98,616.00	\$108,478.00
ASSISTANT DIRECTOR OF PUBLIC WORKS (OPERATIONS)	\$85,753.00	\$98,616.00	\$108,478.00
ASSISTANT DIRECTOR OF PUBLIC WORKS (WPCF)	\$85,753.00	\$98,616.00	\$108,478.00
ECONOMIC/COMMUNITY DEVELOPMENT MANAGER	\$85,753.00	\$98,616.00	\$108,478.00
TREASURER / ACCOUNTING MANAGER	\$82,162.00	\$94,486.00	\$103,934.00
MANAGER OF INSPECTION SERVICES	\$81,331.00	\$93,531.00	\$102,884.00
SUSTAINABILITY PROJECT MANAGER	\$80,393.00	\$92,451.95	\$101,697.15
MANAGER OF RECREATION SERVICES	\$73,402.00	\$84,413.00	\$92,854.00
PURCHASING AGENT	\$73,402.00	\$84,413.00	\$92,854.00
MANAGER OF LIBRARY TECHNICAL SERVICES/CIRCULATION	\$73,402.00	\$84,413.00	\$92,854.00
OPERATIONS SUPERVISOR (WPCF)	\$73,402.00	\$84,413.00	\$92,854.00
MANAGER GOLF COURSE AND PARK MAINTENANCE	\$73,402.00	\$84,413.00	\$92,854.00
SYSTEMS ADMINISTRATOR	\$73,402.00	\$84,413.00	\$92,854.00
MANAGER LIBRARY PUBLIC SERVICES	\$73,402.00	\$84,413.00	\$92,854.00
ASSISTANT TO TOWN MANAGER	\$73,402.00	\$84,413.00	\$92,854.00
ECONOMIC DEVELOPMENT SPECIALIST	\$66,344.00	\$77,443.00	\$85,190.00
SUPERVISOR ADMINISTRATION PUBLIC WORKS	\$66,344.00	\$77,443.00	\$85,190.00
SENIOR CENTER SUPERVISOR	\$66,344.00	\$77,443.00	\$85,190.00
SUPERVISOR, HUMAN RESOURCES ADMINISTRATION	\$66,344.00	\$77,443.00	\$85,190.00
FOREMAN PUBLIC WORKS (STREETS AND ROADS)	\$65,387.00	\$75,195.00	\$82,714.00
FOREMAN TRANSFER STATION	\$65,387.00	\$75,195.00	\$82,714.00
GOLF PROFESSIONAL	\$65,387.00	\$75,195.00	\$82,714.00
MAINTENANCE SUPERVISOR WPCD	\$65,387.00	\$75,195.00	\$82,714.00
EXECUTIVE ADMINISTRATIVE ASSISTANT	\$59,701.00	\$68,656.00	\$75,522.00
EXECUTIVE ASSISTANT - OPDS	\$59,701.00	\$68,656.00	\$75,522.00
BUDGET ANALYST	\$57,401.00	\$66,011.00	\$72,612.00
COORDINATOR RISK & EMERGENCY MANAGEMENT	\$57,401.00	\$66,011.15	\$72,612.27
EMPLOYEE BENEFITS COORDINATOR	\$56,396.00	\$64,856.00	\$71,341.00
HUMAN RESOURCES COORDINATOR	\$56,396.00	\$64,856.00	\$71,341.00
POLICE SUPPORT SPECIALIST	\$56,396.00	\$64,856.00	\$71,341.00
GRANT WRITER	\$50,648.00	\$58,245.20	\$64,069.72
HUMAN RESOURCES ASSISTANT	\$45,020.00	\$51,773.00	\$56,950.00
ADMINISTRATIVE SECRETARY	\$42,500.00	\$48,875.00	\$53,762.00
FOOD SERVICES SUPERVISOR	\$37,369.00	\$42,974.00	\$47,271.00
VAN DRIVER (CDL)	\$16.45	\$18.92	\$20.81

VAN DRIVER (PUBLIC SERVICE LICENSE)	\$15.35	\$17.65	\$19.41
FOOD SERVICE WORKER	\$12.90	\$14.84	\$16.32

- 1 Minimum Entry Rate is 5% less than average rate.**
- 2 Maximum Entry Rate is 15% above Minimum entry rate.**
- 3 Maximum Salary Rate is 10% above Maximum Entry Rate.**

TOWN OF GROTON
Job Description

Job Title: **Police Support Specialist**
Department: Police
Reports To: Deputy Chief of Police
FLSA Status: Salaried/Exempt
Union/Pay Scale: Non-union/Salary level 7
Prepared By: HR/Police Department
Prepared Date: June 2017
Approved By: Town Council
Approved Date:

POSITION OVERVIEW:

Analyzes and reviews police reports and records to ensure inclusion of pertinent data, and to abstract and record data required to prepare monthly and annual statistical reports relating to crime and all activities of the Police Department; maintains various records and prepares police reports in accordance with laws and established procedures; and performs other related duties as required. Provides general technical support as it relates to police IT systems. Receives general supervision from the Records Division supervisor and/or Deputy Chief of Police. May exercise supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are the primary functions and duties of the classification. In addition to being able to perform all duties of a lower classification, there may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Requires good judgement and ability to apply confidentiality and discretion in the course of routine work. Interpersonal and communications skills are necessary as the scope of contacts is significant. Reviews copies and routes criminal and non-criminal cases to internal departments and other agencies; maintains various database files on records and case management, citations, statistical reports and inter-departmental forms; utilizes department or town-wide software applications to maintain records or perform various duties.

Reviews police reports to ensure that all pertinent data is provided; follows up on missing or questionable data. Abstracts crime statistics and related data from police reports, records, and other materials. Classifies and codes the reportable offenses and charges based on the National Incident Based Reporting System (NIBRS) and Uniform Crime Reporting (UCR) criteria or similar statistical reporting systems from various local, State, or Federal law enforcement agencies. Posts data into the records management system and other electronic files. Compiles data for and prepares required monthly and annual statistical reports for submission to the Police Chief and local, state, and federal agencies. Obtains and compiles information for and prepares authorized reports requested by Police department personnel, other governmental officials, and the public. Keeps abreast of changes to laws and procedures pertaining to the release of police records including Freedom of Information statutes and regulations. Provides authorized information on matters pertaining to police reports and statistics. Maintains other operational records and prepares reports as requested. Keeps abreast with the department's records management systems, computer aided dispatch and other utilized statistical reporting systems. Operates standard office

equipment and peripherals. Attends departmental meetings and training sessions. Performs firearms registration and processing duties as required. Performs supplementary clerical and administrative support work as needed or assigned including drafting of letters, answering phones, and taking messages.

Considerable ability to establish and maintain effective and courteous working relationships with residents and demonstrate excellent customer service to members of the general public, other departments and agencies, co-workers and volunteers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Planning, developing and implementing all police technology including the integration of all police automated systems.
- Developing short and long-term plans regarding automation for the Department to include establishing priorities regarding systems, projects and purchasing of computer hardware/software.
- Assist with the development, implementation, and support of police department computer technologies and related software.
- Working closely with members of the Town Information Technology Department to develop and maintain business continuity plans for technology used to support critical police operations.
- Supporting Town technology standards and policies. Establishing Police Department technology standards and policies when existing Town standards and policies do not apply
- Maintains and facilitates repairs to communications equipment and recording equipment
- Works with department personnel to support investigations by identifying and recording to DVD appropriate excerpts from CCTV, in car camera system footage, and Body Worn Camera recordings.
- Establishing and maintaining effective working relationships with the Office of the Chief, command staff, and other Police employees as well as Town Information Systems management and staff.
- Demonstrating an ability to communicate and manage organizational change.
- Directing individual accomplishments toward organizational management objectives.
- Reviews applications, assembles background information and coordinates the issuance of permits including temporary State of Connecticut pistol permits, etc.
- Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures.
- Performs the more technical and complex tasks of the work unit including ensuring compliance with applicable rules and regulations related to law enforcement records management.
- Reviews and redacts police reports and other electronic media to include video recordings in response to court and FOIA requests.
- Corresponds in person, in writing, or by phone when a request for records is received; responds to subpoena duces tecums for department records; consults with the State's Attorney's Office, and Department of Justice as needed; researches Public Records Act laws relating to criminal records and case law to determine authority to release or deny request for records; appears in court on behalf of the department as required.
- Creates user identifications and passwords and determines security level for all police personnel for access to various law enforcement databases; trains staff on use and security of assigned systems; maintains security logs and conducts audits or journal searches for misuse inquiries as necessary.
- Prepares a variety of analytical and statistical reports and correspondence on operations and

activities.

- Provides staff assistance to the Police Administration; performs special assignments, tasks and projects as assigned; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of records management; incorporates new developments as appropriate into programs.
- May represent the Chief of Police or the department at meetings and hearings related to assigned duties.
- Performs related duties as required.

The successful candidate will have knowledge and proven ability in the following areas:

Information Systems related terminology, practices, procedures and regulations.

Freedom of Information rules and regulations with regard to the release of police reports, to include the redaction of information that must be protected in accordance with state and federal mandates.

Knowledge and experience in use of social media platforms such as Facebook, Twitter, etc.

State and federal regulations and standards regarding criminal justice information systems.

Police Department applications systems, computer resources and user requirements.

Computer systems design, management, programming and quality assurance.

Project organization, management and control.

The selected individual will have the ability to review current processes and procedures, diagnose problems, develop innovative solutions, and prepare and present effective written and oral reports. This individual will have the ability to listen and communicate effectively with a diverse group of people, while establishing and maintaining effective working relationships with co-workers, supervisors, vendors and the general public.

The successful candidate will need to balance the needs of law enforcement with technology. This individual must be innovative and seek out ways to ensure new technology solutions are implemented, appropriately utilized and adequately supported. Additionally, it is essential that there is a strong collaboration between the Police Department and the Town's Information Technology Department. It is imperative that this individual understands technology needs in public safety as it pertains to trends taking place at the local, regional and national level.

QUALIFICATIONS:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

A high school diploma or equivalent with courses in office administration or specialized job training. College coursework or advanced clerical or computer training is desirable. Computer Information Systems or a related field and a minimum of five years recent experience in Police systems and network operations, customer support, application services and development and implementation of technological initiatives. Prior law enforcement experience is desirable.

Must obtain and maintain qualifications and credentials for Criminal Justice Information systems including, but not limited to, NCIC, COLLECT, AFIS and LiNX.

SPECIAL REQUIREMENTS:

Ability to: exercise judgement and discretion in releasing information; perform assigned duties independently or under general supervision; prepare correspondence and reports, copy and distribute information efficiently, perform accurate and efficient computer entry and retrieval; maintain confidentiality; respond to difficult situations and people in a calm and courteous manner; work overtime as necessary; handle multiple priorities and respond to urgent requests.

LICENSES, CERTIFICATES, REGISTRATION:

Possession of a valid Connecticut Driver's License.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; 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, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. The employee will routinely operate typical business office equipment, including computer hardware.

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

The Police Department requires all applicants to participate in an extensive background check, and pre-employment drug and alcohol test.

Town of Groton Job Description

Job Title: Construction Inspector (Inspector I)
Department: Planning and Development Services
Reports To: Assistant Building and Zoning Official
FLSA Status: GMEA - Hourly Non-Exempt
Prepared By: HR
Prepared Date: June 2017
Initial Approval:
Approved By:
Approved Date:

POSITION OVERVIEW

This is the entry-level classification in the Building Inspector job series. This class is distinguished from the Building Inspector II by performing more routine and standardized building inspections work under close supervision. Since this is the entry-level class within the series, employees may have only limited or no directly related building inspections experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. In addition to being able to perform all duties of a lower classification, there may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

- Receives oral and written instructions from supervisor.
- Plans and organizes work according to established procedures.
- Conducts inspection of properties to determine scope of work to be performed.
- Inspects work in progress to assure compliance.
- Reports work accomplished to supervisor.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Prepare reports and to maintain accurate records.
- Read and interpret complex building plans, specifications and building codes.
- Learn and apply basic principles and techniques of building inspection work.
- Learn and apply technical knowledge and follow proper inspection techniques to examine work product and materials and detect deviations from plans, regulations, and standard construction practices.
- Enforce necessary regulations with firmness and tact.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships in dealing with contractors, property owners, other employees, and general public.

SUPERVISION

- Receives general and functional supervision from the Inspector II, Assistant Building and Zoning Official, and the Manager of Inspection Services.

QUALIFICATIONS

- A minimum of two years of experience in the building construction field as a licensed contractor, journey level carpenter, electrician, plumber or equivalent experience. Building inspection experience is preferred.

or

Substitution of Education for Required Experience: Possession of an Associate Arts/Science degree with a major in construction and building inspection, or certificate of completion of Building Technology may be substituted for the field experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid State of Connecticut driver's license.
- Must have or obtain a State of Connecticut Construction Inspector Certificate within eighteen months (18) of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the work environment is usually moderate.

ACCOMMODATIONS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

TOWN OF GROTON
Job Description

Job Title: **Supervisor, Human Resources Administration**
Department: Human Resources
Reports To: Director of Human Resources/Risk Management
FLSA Status: Salaried/Exempt
Union/Pay Grade: Non-Union/Salary Level 5
Prepared By: HR
Prepared Date: June 2017
Approved By: Town Council
Approved Date:

CLASSIFICATION OVERVIEW

Under the direction of the Director of Human Resources/Risk Management, the Supervisor, Human Resources Administration performs responsible and confidential human resource management work in any of the following functional areas: recruitment, selection, employee records and data collection, management information systems, training, development, compensation, wage classification, employee programs, organizational development, risk, safety and communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties described below are the primary functions and duties of the classification. There may be other types of work that may be performed and the omission of a particular duty or functions does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Responsible for the administration and coordination of employee/Human Resource based programs, such as the Employee Assistance Program (EAP) and Employee Orientation Program. Coordinates employee training and professional development programs. Assists in the assessment of training needs, reviewing departmental training requests and recommending training programs. May directly provide training and organizational development services and programs. Monitors maintenance of employee training and education records. Responsible for the accurate maintenance of employee personnel/human resource records.

Oversees the recruitment and selection process for new employees and assists in the promotional process of current employees. Reviews applications, coordinates and participates in interviews, assuring compliance with Town personnel policies and EEO requirements. Approves personnel action forms and assists in the investigation of claims of discrimination and sexual harassment. Responsible for assuring compliance with applicable regulatory and statutory requirements such as the Family and Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA).

Responsible for the overall implementation and administration of Human Resource Management Systems, assuring the accuracy of information and reporting to operating divisions. Responsible for employee communications and information programs and, in conjunction with the Town Manager's Office, assists in community relations and citizen communication activities. May be assigned to staff committees on related issues. May supervise clerical and/or administrative support staff. Will prepare statistical and narrative reports as required.

Assists in developing policies/procedures, conducts pay and wage classification studies and writes new/revised job descriptions as directed. Assists with budget preparation. Compiles current and historical data in preparation for contract negotiations.

Assists the Director of Human Resources/Risk Management in the development and implementation of the risk management program for the Town, including, but not limited to, the establishment of policies and procedures to identify and control loss exposures and recommended financing methods.

Oversees the design, development and implementation of safety programs, including required Health and Safety Committees. Monitors programs and recommends loss control measures. Coordinates insurance claims relevant to personnel, property, and third party liability exposures.

Investigates accidents and potential safety concerns, including safety complaints filed under collective bargaining agreements and recommends corrective action. Prepares, maintains and analyzes data on claims.

Reviews claim and injury reports. Works with Departments or individual employees to reduce repetitive claims. Participates in training sessions on health and safety issues.

Must possess considerable ability to establish and maintain effective and courteous working relationships with Town and public officials, residents, members of the general public, other departments and agencies, co-workers and volunteers.

QUALIFICATIONS

The skills and knowledge required would generally be acquired with a Bachelor's Degree in Human Resources, Social Sciences, Business or Public Administration with a minimum of three (3) years directly related human resources experience. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of the stated educational and experience requirements. Position requires strong written, editing and verbal communication skills. Must display positive interpersonal, organizational and coordination skills. Must possess a working knowledge of current principles and practices of public and/or personnel administration systems with the ability to utilize same. Strong computer skills in word processing, spread sheet and publication software.

Criminal background, drug testing and driving record checks required prior to employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain a valid Motor Vehicle Operator's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; 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 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Employee will also be required to operate typical business office equipment and computer hardware. Employee will occasionally be required to visit off-site locations which may be located on other than ground level.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this job.

General business office conditions; occasional weather conditions when visiting off-site locations. Noise level in this office area is moderate.

ACCOMMODATIONS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.