

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING**

The Metropolitan District
555 Main Street, Hartford
Monday, December 14, 2015

Present: Commissioners Daniel Camilliere, Donald Currey, Maureen Magnan, J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor (6)

Absent: Commissioners Timothy Curtis, Joseph Klett and Pasquale J. Salemi (3)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Robert Zaik, Manager of Labor Relations
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 3:47 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of November 9, 2015 were approved.

**PETITION FOR APPROVAL
REVISED JOB SPECIFICATIONS FOR LOCAL 1026 CLASSIFICATIONS**

To: Personnel, Pension and Insurance Committee for consideration on December 14, 2015.

As part of the contract negotiation process with Local 1026 (supervisory unit), the District and the Union agreed to make revisions to the job specifications. The revisions

reflect wording that incorporates contemporary process and procedures. Attached are the job specifications approved by the Union.

There were three classification valuation changes agreed to through contract negotiations for existing classifications, including: Sewer Maintenance Supervisor (SS-05 to SS06; Senior Command Center Supervisor (SS06 to SS07); and, Meter Supervisor, SS04 to SS05). These valuation changes recognized the additional responsibilities and accountabilities related to reorganization and function realignment.

Staff recommends that the designated job specification and specified valuation changes be incorporated and approved as part of the District's Classification System.

It is therefore **RECOMMENDED** that it be:

VOTED: That the Personnel Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the attached job specifications changes to the positions represented by Local 1026 be approved and incorporated with the three specified valuation changes as part of the District's Classification System.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

Commissioner Currey moved to amend the Job Description for the Accounts Payable Supervisor, as shown below:

Code: 12235
Employee Group: Local 1026
FLSA Status: Non-Exempt

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ACCOUNTS PAYABLE SUPERVISOR

JOB SUMMARY

This is very responsible financial supervisory work involving unit supervision of accounts payable work.

Work involves responsibility for overseeing accurate and timely processing of invoices and establishing effective vendor relations. Duties include insuring timely payment of vendor invoices through subordinate accounting staff, monitoring quarterly GR-IR reconciliation for all business areas, voiding and reissuing checks, refund check processing, escheated check processing, and providing administrative support. This position also has the

responsibility for making difficult accounts payable technical and operational decisions within established procedures. This work requires that the employee have knowledge, skill and ability in accounts payable.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Schedules, assigns, supervises and evaluates a small work group in processing invoices for payment, maintenance of vendor records, statement/invoice reconciliation, and related activities.
- Responds to vendor and District staff requests for information pertaining to accounts payable and related purchasing information. Maintains retainage accounts for contractors and RFPs.
- Establishes, monitors and maintains effective customer relations with vendors and suppliers.
- Analyzes moderately complex accounts payable problems and procedures and prepares recommendations for improvements and financial reports. Monitors current trends in accounts payable and advises management.
- Develops accounts payable metrics and process changes as needed.
- Compiles information on completed work assignments and employee effort. Assists in analyzing information on work group efficiency and effectiveness.
- Drafts unit budget and controls expenditures within fund allocations.
- Trains and counsels employees. Administers union contract language, and recommends oral warnings and higher level discipline. Assists in employee selection. Assures safe work practices.
- Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

SUPERVISION RECEIVED

Works under the general direction of the Payroll/Accounts Payable Administrator or other **accounting** management employee.

MINIMUM QUALIFICATIONS

A bachelor's degree from a recognized college in accounting or a related field plus six (6) years of progressively responsible experience in accounts payable or related experience; and experience in a lead or supervisory capacity, or an equivalent combination of educating and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

CPA license preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounts payable principles and practices.
- Knowledge of personal computers and software capabilities within a network environment.
- Knowledge of public administration practices as applied to work unit reporting and routine administrative procedures.

- Knowledge of MDC policies and procedures.
- Ability to communicate orally and in writing.
- Ability to administer policies and procedures including scheduling, day-to-day problem solving, and report writing.
- Ability to supervise others in a work unit.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

Sensory Requirements: Some tasks require the ability to communicate orally and in writing.

Environmental Factors: Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

On motion made by Commissioner Sweezy and duly seconded, the resolution was adopted, as amended, by unanimous vote of those present.

ADJOURNMENT

The meeting was adjourned at 4:00 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved