

PERSONNEL, PENSION AND INSURANCE COMMITTEE

The Metropolitan District

555 Main Street, Hartford

Wednesday, January 19, 2022

Present: Commissioners John Avedisian, David Drake, Bhupen Patel, Pasquale Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (7)

Remote

Attendance: Commissioners Donald Currey, Byron Lester, Maureen Magnan (3)

Absent: Commissioners Alphonse Marotta and Dominic Pane (2)

Also

Present: Commissioner Allen Hoffman
Commissioner Jackie Mandycyk
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer (Remote Attendance)
Kelly Shane, Chief Administrative Officer
Robert Barron, Chief Financial Officer
Sue Negrelli, Director of Engineering (Remote Attendance)
Robert Schwarm, Director of Information Technology (Remote Attendance)
Tom Tyler, Director of Facilities (Remote Attendance)
Jamie Harlow, Director of Human Resources
Olga Cordova, Manager of Human Resources
Carrie Blardo, Executive Assistant to the CEO (Remote Attendance)
Tania Stavola, Engineering Technician 3
Joseph Szerejko, Independent Consumer Advocate
Diane Ritucci, President and CEO of Workers Compensation Trust (Remote Attendance)
Chris Monroe, USI Insurance Services

CALL TO ORDER

Chairman Taylor called the meeting to order at 5:14 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Avedisian and duly seconded, the meeting minutes of January 19, 2022 were approved. Commissioner Drake abstained.

WORKERS COMPENSATION TRUST UPDATE

Diane Ritucci, President and CEO of Workers Compensation Trust, provided an update and executive summary regarding Workers Compensation Trust.

Commissioner Salemi exited the meeting at 5:29 PM

USI BENEFIT CONSULTANT – HEALTH AND WELFARE PLANS OVERVIEW

Chris Monroe of USI Insurance Services provided presentation regarding the health and welfare overview.

Commissioner Magnan exited the meeting at 6:28 PM

Commissioner Lester exited the meeting at 6:45 PM

Without objection, agenda items #6A “Business Analyst I”, #6B “Business Analyst II”, #6C “Manager of Procurement” and #6D “Human Resources Assistant” were consolidated and considered together.

**REVISIONS TO JOB DESCRIPTIONS
BUSINESS SYSTEMS ANALYST I**

To: Personnel, Pension and Insurance Committee for consideration on February 9, 2022

Staff is recommending that the Classification System be amended to include the *Business Systems Analyst I* classification. A copy of the proposed Specification is attached. The salary allocation of EE10 (range of \$ 82,488.44 to \$107,234.98).

This proposed job specification changes will provide a mid-level IT role to help attract qualified candidates to best support Information Systems capabilities. In this role, the Business Systems Analyst I will learn District Information Systems and be able to advance to the next level.

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 Job Specification for Business Systems Analyst I be amended to include the Business Systems Analyst I classification allocated to EE10 (copy of job specification attached).

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE:

BUSINESS SYSTEMS ANALYST I

JOB SUMMARY

The purpose of this classification is to assist higher level classifications with professional administrative work involving the operational support of administrative systems and in the delivery of solutions for technical project requirements. Assists with developing and deploying approved solutions collaboration with business partners and external service providers. Supports changes providing clear communication, documentation and training to users.

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.

- Supports business groups to advance projects and support business objectives.
- Creates, develops and analyzes functional requirements of system to improve business processes.
- Manages requirements to ensure that they are documented properly and easy to find for future reference.
- Updates requirement traceability information and record requirements status in the course of the project.
- Monitors changes to baseline requirements using approved change management processes and tools.
- Contributes to the development of test plans and test scripts, and perform test execution.

- Coordinates resolution of Enterprise Systems support issues with IT staff, suppliers and functional users.
- Maintains support of technical solutions and maintains service levels for the Business.
- Assists with information gathering and in the preparation of reports.
- Keeps current on new technologies by reading literature, attending conferences and seminars, taking classes, and participating in technical societies, as appropriate.
- Performs special assignments, as directed; researches business problems; drafts and presents recommendations.
- Attends training sessions, seminars, and staff meetings; and provides training to other District staff as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Information Technology.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Analytics, Management Information Systems, Computer Science, Finance, Business Administration, or a related field, supplemented by two (2) years previous experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

Must have a valid driver's license. Others to be defined based on specific skills being recruited for at the time.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; and may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve 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 (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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.

REVISIONS TO JOB DESCRIPTIONS BUSINESS SYSTEMS ANALYST

To: Personnel, Pension and Insurance Committee for consideration on February 9, 2022

Staff is recommending that the Job Specifications and Title be amended for the current *Business Systems Analyst* classification to *Business Systems Analyst II* with the proposed specification changes as attached. The salary allocation of EE12 would remain the same (range of \$90,934.71 to \$118,215.11).

This proposed job specification changes will be used to attract and retain qualified candidates with skills sets to help advance the capabilities of Information Systems.

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 *Business Systems Analyst* Job Specification be amended to change the title to *Business Systems Analyst II*, with the wording changes to the job specifications be amended as indicated on the attached with no change to the salary allocation EE12.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: BUSINESS SYSTEMS ANALYST II

JOB SUMMARY

The purpose of this classification is to perform professional administrative work involving the study, analysis and assessment of administrative systems and business operations for the purpose of developing business solutions, management tools, and policies and procedures to improve business resilience, efficiency and effectiveness. Works with MDC business partners to assess requirements and identify the best-fit solution that will deliver sustainable results. Develop and deploy approved solutions through process improvement, application configuration or a combination of methods in close collaboration with business partners and external service providers. Manages changes providing clear communication, documentation and training to users. Documents system requirements, defines scope and objectives and creates and maintains system specifications that support best business practices. Duties include analyzing management operations, procedures and production, recommending improvements in problems discovered, and coordinating programs and the implementation of improvements in them; and develops, administers and reports on assigned budgets.

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.

- Manage relationship between business process owners and IT to advance projects and develop business solutions.
- Manages the expectations and requirements of the business and IT.
- Creates, develops and analyzes functional requirements of system to improve business processes. Establish and implement change control and best practices with regards to system maintenance, configuration, development, testing, data integrity, etc.
- Review existing computer systems to understand capabilities, scheduling and workflow limitations, and make recommendations, including upgrading to and purchasing new equipment or software packages. Maintain, test and monitor computer systems and programs while coordinating installations of new programs and systems.
- Manages requirements to ensure that they are documented properly and easy to find for future reference.
- Manages requirement traceability information and record requirements statuses across multiple projects.
- Manages changes to baseline requirements using approved change management processes and tools.
- Leads the development of test plans and test scripts, and perform test execution.
- Manages resolution of Enterprise Systems support issues with IT staff, suppliers and functional users.

Metropolitan District Commission • Business Systems Analyst

- ~~Measures and manages service level agreements between IT and the Business.~~
- ~~Manages and maintains the document management financial system. Organizes and maintains records, provides user and document permissions, and provides user system training.~~
- ~~Creates and maintains document management architecture in the document management/content manager system. Configures the document management system for Clean Water Projects and Capital Improvement Projects.~~
- ~~Creates workflows for the capital improvement projects.~~
- Compiles information; and prepares a variety of records and reports.
- ~~Leads market research on emerging tools, technologies and processes by reading literature, attending conferences and seminars, taking classes, and participating in technical societies, as appropriate.~~
- ~~Performs/Leads special assignments, as directed; researches management problems or new areas of management involvement; drafts and presents recommendations; and prepares and presents special reports.~~
- Attends training sessions, seminars, and staff meetings; and provides training to other District staff as assigned.

SUPERVISION RECEIVED

Works under the general supervision of a ~~the Director of Information Technology Manager.~~

MINIMUM QUALIFICATIONS

Bachelor's degree in ~~Business Analytics, Management Information Systems, Computer Science, Finance, Business Administration~~~~business administration~~, or a related field, supplemented by ~~six (6)~~ six (6) years previous experience ~~and/or training involving analysis of business systems and the use of common database and spreadsheet software;~~ or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

~~To be defined based on specific skills being recruited for at the time.~~ None.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.]

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; and may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve 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 (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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.

REVISIONS TO JOB DESCRIPTIONS MANAGER OF PROCUREMENT

To: Personnel, Pension and Insurance Committee for consideration on February 9, 2022

Staff is recommending that the Classification System be amended to include the revised position of *Manager of Procurement*. This position currently exists within the District's job classification structure and, as currently constituted, works under the general direction of the Chief Financial Officer. Staff recommends that this position work under the general direction of the Chief Administrator Officer. Additionally, staff recommends that language be amended in the Minimum Qualifications section of the job specification as follows. To remove language that states that practical experience is not an acceptable substitute for the degree requirement and to add language to allow for an equivalent combination of education, training, and experience.

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

Resolved: That the job specification for *Manager of Procurement* be amended as recommended

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF PROCUREMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the operations, staff, and resources of the District's purchasing/procurement functions. The Manager of Procurement is responsible for the development, implementation and management of policies and procedures related to the acquisition of materials and services required to support the District's operating and capital requirements. This position will work under the direction of the Chief Administrative Officer.

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.

Plans and manages the District's procurement functions; develops and recommends procurement policies and procedures which facilitate securing the best quality materials, equipment, supplies and services at the best price; establishes work priorities and assignments; and allocates resources to meet the personnel, material and equipment needs of purchasing projects and operations.

Negotiates, creates, and manages contracts for all District functions. Works closely with technical staff to determine needs, provide organizational leadership in preparation, solicitation and evaluation of RFQs/RFPs/RFSs/RFIs. This also includes preparing cost/price analyses, acting as liaison between the District and contractors in administering and managing related contractual issues. Prepares written reports and correspondence as required. Maintains compliance files in accordance with the District policies/procedures. Maintains contacts with all pertinent markets in which the District will operate.

Reviews and analyzes complex solicitations, budgetary estimates and price proposals from subcontractors/vendors in accordance with the District's Charter, labor, taxation, commercial and other applicable laws to determine reasonableness of prices and proposal terms and conditions.

Ensures procurement staff's compliance with procurement and subcontracting policies as adopted by the District. Develops and recommends procurement structures that best utilize staff to achieve long and short-range goals.

Reviews documentation for all contracts and purchase orders involving large amounts to ensure compliance with industrial and government contract requirements and internal policies and procedures.

Exercises authority to execute contracts (up to the maximum amount of their delegated authority), negotiates and issues contract amendments (change orders), purchase orders, and agreements in accordance with the delegation of signature authority established by District management.

Maintains awareness of changes in government regulations and develops recommendations regarding the District's policies and practices.

Applies knowledge of commercial law, Federal Acquisition Regulations (FARs) and supplemental acquisition regulations of government agencies as they apply and influence aspects of contract administration, procurement, and subcontracting.

Develops, maintain and report on key performance indicators which highlight the Procurement function performance. Make recommendations for improving operational efficiency and control.

Documents and periodically review the internal control structure within the Procurement function to ensure proper compliance with all policies and procedures.

Communicates with managers, customers, other individuals and groups. Makes presentations at the Board of Finance and District Board Meetings, as required.

Develops, tracks and communicates objectives and goals for Procurement function personnel on an annual basis and manages the annual employee performance appraisal process. Provides timely feedback to all assigned direct reports regarding performance against objectives and goals on a quarterly basis.

Performs personnel management tasks in accordance with collective bargaining agreements applicable to staff including: conducting interviews and making recommendations for applicant selection; assigning work; establishing performance expectations; providing training and opportunities for employee development; providing guidance and advice regarding difficult issues; ensuring safe work practices; evaluating employee performance; counseling employees; implementing disciplinary action or making recommendations for disciplinary action as necessary; taking other personnel actions, such as reclassifications as needed.

Operates a personal computer proficiently, and general office equipment as necessary to complete essential functions, to include highly skilled use of word processing, spreadsheet, database, or other system software.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business, Finance, Accounting or related field with a minimum of seven (7) years of procurement management experience and a minimum of five (5) years of experience in public sector procurement (federal, state or local government), **or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Practical experience is not an acceptable substitute for degree requirement.** Master's Degree in Business Administration and/or professional certification such as Certified Public Purchasing Officer, Certified Professional Purchasing **Manager Officer, Certified Professional Purchasing Manager**, or equivalent certifications are desirable.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; and to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory,

judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve 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 (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

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ADDITIONS TO JOB DESCRIPTIONS HUMAN RESOURCES ASSISTANT

To: Personnel, Pension and Insurance Committee for consideration on February 9, 2022

Staff is recommending that the Classification System be amended to include the *Human Resources Assistant* classification. A copy of the proposed Specification is attached. The salary allocation of EE06 (range of \$ 72,714.88 to \$87,257.86).

This proposed job specification will fill a gap in the current structure of HR. This will enhance the District's opportunity to attract and retain qualified Human Resources candidates while also providing a structure for growth and advancement within the HR structure. In this role, the Human Resources Assistant will learn more about Human Resources and the District and will be able to advance to the next level positions which will help with succession planning and institutional knowledge.

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 Job Specification for Human Resources Assistant position be adopted and allocated to EE06.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: HUMAN RESOURCES ASSISTANT

JOB SUMMARY

This is responsible dedicated Human Resources position. Work involves providing support for various human resources programs, which may involve recruitment, selection, job classification, compensation, employee benefits, organizational effectiveness, labor relations, regulatory compliance, performance evaluation, payroll interaction, safety, worker's compensation, risk management, training/development, or other human resources issues.

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.

- Serves as a liaison to recruitment activities for the District. Actively and effectively partners with District constituents, throughout the recruitment and staffing processes. Guide hiring managers and other associated users through the online applicant tracking system, job posting and interview process. Answers questions from employees and applicants about employment procedures and policies, benefits, and other Human Resources-related topics.
- Supports business groups to advance projects and support business objectives
- Collaborates with third-party reference and pre-employment background checking vendors. Completes employment and other related verifications. Conducts new employee orientations, ensuring all appropriate documentation is completed within established time constraints and consistent with plan guidelines.
- Maintains timely and accurate data on both internal systems and the District HRIS system in compliance with established data integrity standards. Works with the Human Resources staff to process new employee payroll set-up and inputs and maintains Human Resource records.
- Actively participates in the evaluation of existing HR business and technological processes in an effort to continuously improve operational effectiveness.

- Assists the HR management team in the preparation and tracking of valuable professional learning and developmental opportunities for the District community. Coordinates in person and online training programs for District employees.
- Assists in multiple aspects of Workers' Compensation claims. Working in conjunction with the appropriate parties, ensures absences are recorded and continued follow-up is completed. Acts as a liaison between the supervisor, employee and insurance carrier when appropriate.
- Assists with annual compliance reporting. Assists with the preparation of documentation in support of departmental audits, unemployment and/or insurance claims, labor relations, salary surveys, Affirmative Action Plan statistics.
- Actively participates in various annual HR projects, initiatives, programs and special events as necessary and/or appropriate.
- Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Human Resources.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Human Resources, Public Administration, Industrial Relations, or a closely related field; supplemented by a minimum of two (2) years previous experience and/or training that includes personnel administration in a union or corporate environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; and may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve 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 (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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Commissioner Currey made a motion to amend agenda items #6B “Business Analyst II”, #6C “Manager of Procurement (Revised), to require a valid drivers license, as shown above in redline. The amendment was passed unanimously.

On motion made by Commissioner Sweezy and duly seconded, the reports for resolutions agenda items #6A “Business Analyst I”, #6B “Business Analyst II”, #6C “Manager of Procurement” and #6D “Human Resources Assistant” were received and the resolutions adopted by unanimous vote of those present.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Tania Stavola, MDC Consumer, MDC Engineering Technician 3, and representing 3713, asked questions regarding allocating money for staff and external services for properties in New Hartford, Burlington and Barkhamsted, and if percentages are designated for internal and external services.

She also asked about the incentive program and what number of employees got a physical prior to the incentive program versus after the program. She asked if metrics are run on high deductible health care and if projections are done when employees switch from the PPO plan to the HDHP.

She also wanted to clarify that unions urged MDC to look at other options before switching from the PPO health care plan to the High Deductible health plan.

ADJOURNMENT

The meeting was adjourned at 7:45 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved