



**PERSONNEL, PENSION & INSURANCE COMMITTEE  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 9, 2022  
5:00 PM**

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<u>Location</u>	<u>Commissioners</u>	
Board Room	Avedisian	Marotta
District Headquarters	Currey	Pane
555 Main Street, Hartford	DiBella (Ex-Officio)	Patel
	Kambli	Salemi
Dial in #: (415)-655-0001	Lester	Sweezy ( VC )
Access Code: 43808661#	Magnan	Taylor ( C )
<a href="#">Meeting Video Link</a>	<b>Quorum: 6</b>	

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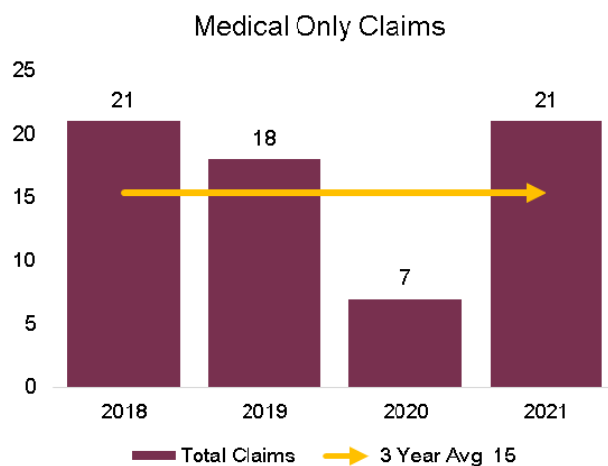
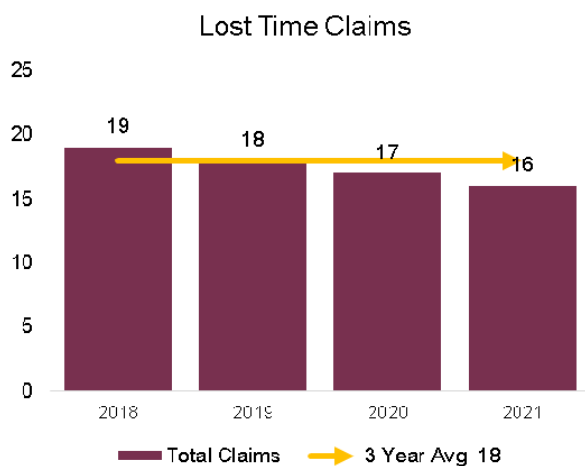
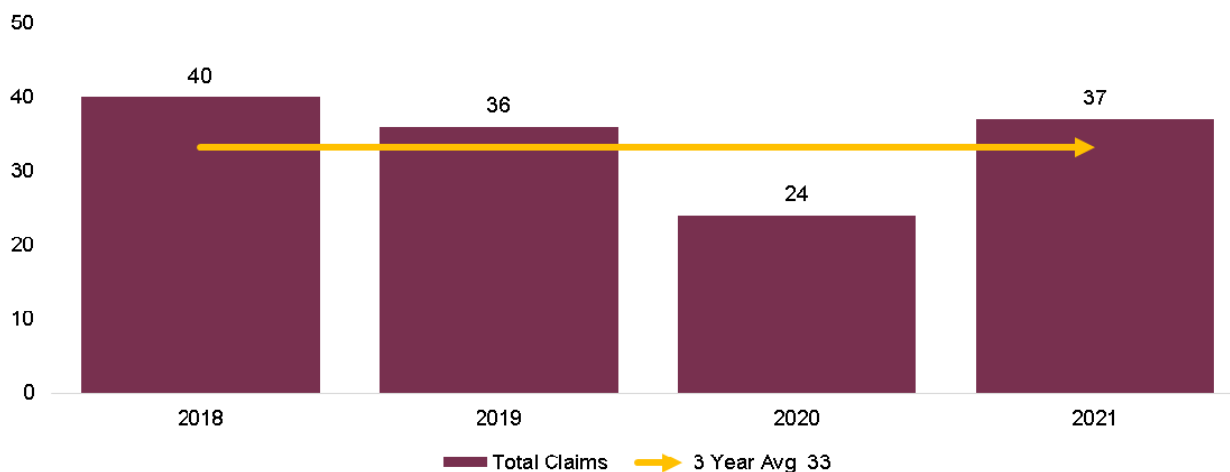
1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. APPROVAL OF MEETING MINUTES OF JANUARY 19, 2022
4. REPORT RE: WORKERS COMP TRUST UPDATE
5. REPORT RE: USI BENEFIT CONSULTANT - HEALTH AND WELFARE PLANS OVERVIEW
6. CONSIDERATION AND POTENTIAL ACTION RE: REVISIONS AND ADDITIONS TO JOB CLASSIFICATIONS
  - A. BUSINESS ANALYST I (NEW)
  - B. BUSINESS ANALYST II (REVISED)
  - C. MANAGER OF PROCUREMENT (REVISED)
  - D. HUMAN RESOURCES ASSISTANT (NEW)
7. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
8. COMMISSIONER COMMENTS & QUESTIONS
9. ADJOURNMENT

# THE METROPOLITAN DISTRICT EXECUTIVE SUMMARY FOR THE PPI COMMITTEE

## WORKERS' COMPENSATION PROGRAM 2020-2021

The Trust has been providing Claim Administration, Managed Care and Loss Control Services to the Metropolitan District Commission since October 1, 2000. This summary contains policy year information frozen as of September of each policy year in order to give an apples-to-apples comparison.

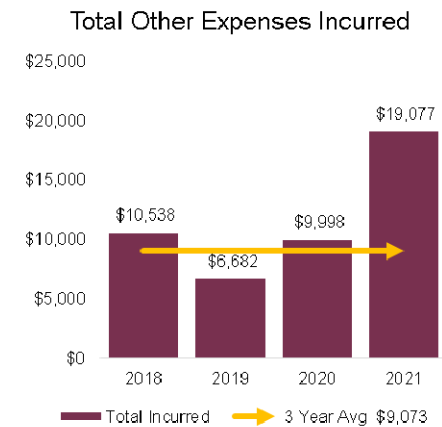
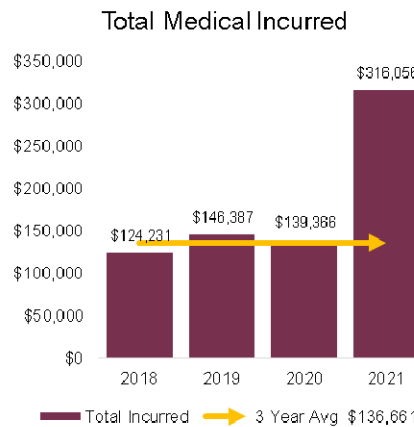
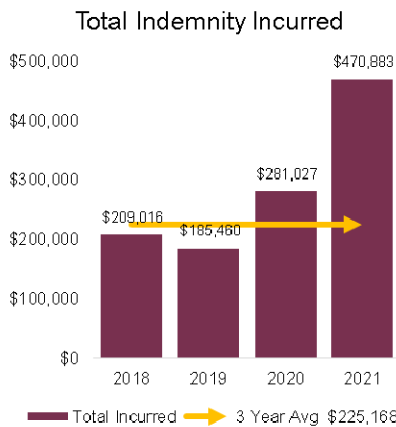
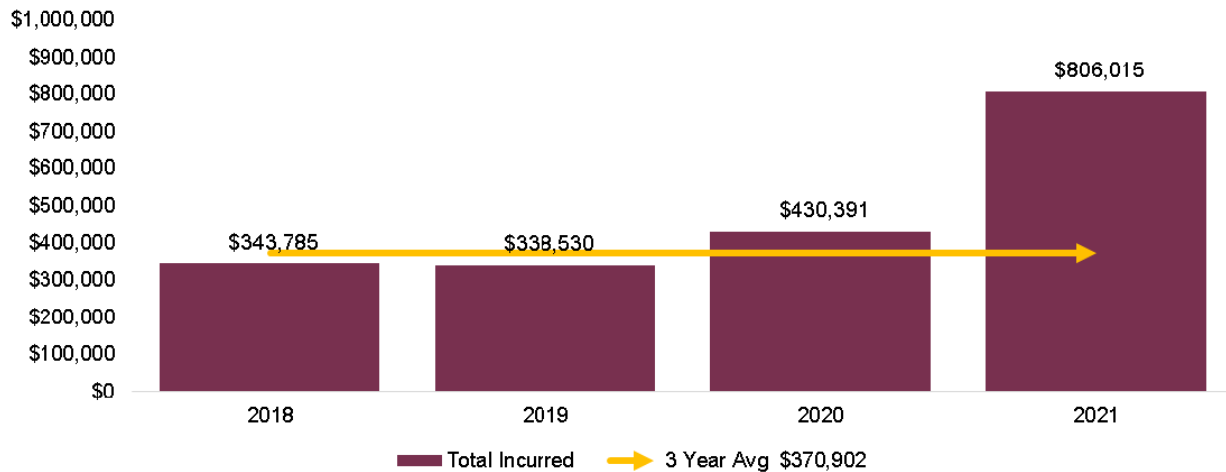
### Total Number of Claims - Policy Year Comparison



Claim Type	2017 - 2018	2018 - 2019	2019 - 2020	3 Year Avg.	2020 - 2021
Total Lost Time Claims	19	18	17	18	16
Total Medical Only Claims	21	18	7	15	21
<b>Grand Total</b>	<b>40</b>	<b>36</b>	<b>24</b>	<b>33</b>	<b>37</b>

**Note: Pandemic began March 2020 and the industry experienced a decrease in overall claims.** For MDC, Total Claims frequency remained about the same as in pre-COVID years. Lost Time Claims frequency decreased 6% when compared to policy year 2020 and 11% when compared to its three year average. Medical Only Claims frequency increased 200% when compared to policy year 2020 and met the same range as pre-COVID years. The top two accident types for Medical Only Claims were Slip/Trip/Fall (7) and Manual Material Handling (6).

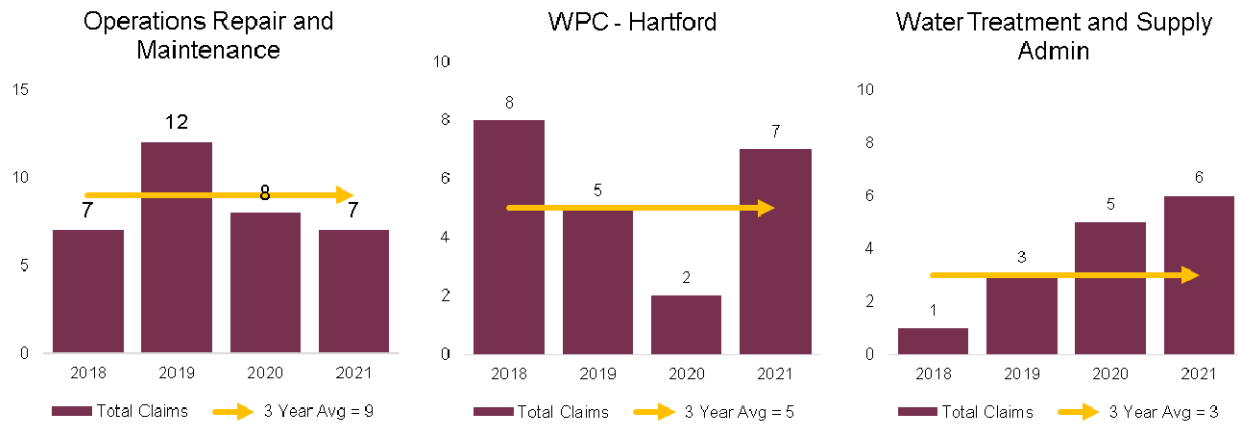
## Total Incurred - Policy Year Comparison



Payment Type	2017 - 2018	2018 - 2019	2019 - 2020	3 Year Avg.	2020 - 2021
Total Indemnity Incurred	\$209,016	\$185,460	\$281,027	\$225,168	\$470,883
Total Medical Incurred	\$124,231	\$146,387	\$139,366	\$136,661	\$316,056
Total Other Expenses Incurred	\$10,538	\$6,682	\$9,998	\$9,073	\$19,077
<b>Grand Total</b>	<b>\$ 343,785</b>	<b>\$ 338,530</b>	<b>\$ 430,391</b>	<b>\$ 370,902</b>	<b>\$ 806,015</b>

**Total Incurred** increased 87% from \$430,391 in policy year 2020 to \$806,015 when compared to policy year 2021 and increased 117% when compared to its three year average. There were 5 employees who experienced injuries that resulted in surgeries that required lost time, ongoing medical care and permanency awards. Those 5 claims alone totaled \$437,661 or 54% of the total incurred for the year.

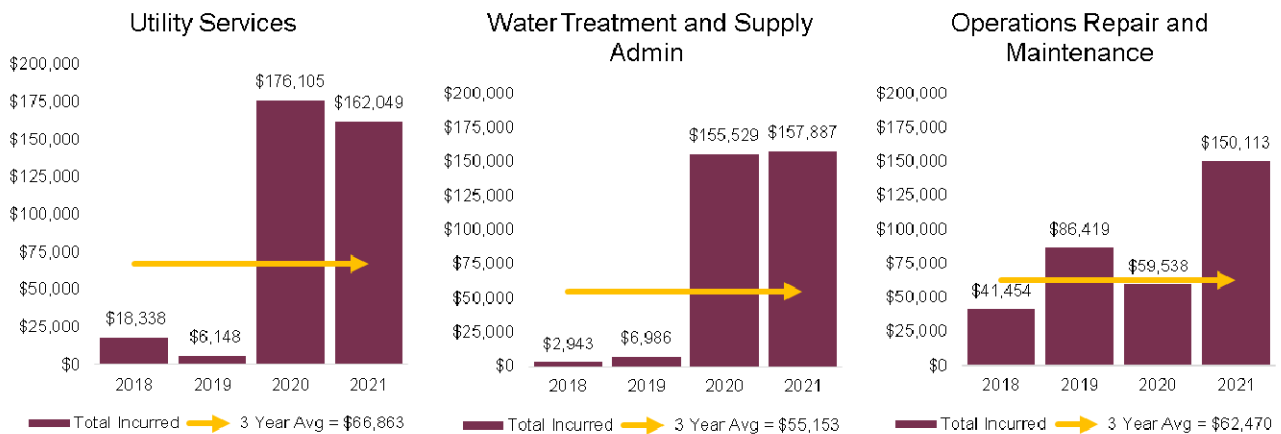
## “TOP 3” Departments with Highest Number of Claims



Department	2017 - 2018	2018 - 2019	2019 - 2020	3 Year Avg.	2020 - 2021
Operations Repair and Maintenance	7	12	8	9	7
WPC - Hartford	8	5	2	5	7
Water Treatment and Supply Admin	1	3	5	3	6

The top three departments for frequency were Operations Repair and Maintenance, WPC-Hartford, and Water Treatment and Supply Admin. **Operations Repair and Maintenance** frequency decreased when compared to policy year 2020 and its three year average. The number one accident type for Operation Repair and Maintenance was Manual Material Handling (3). The number one accident type for **WPC-Hartford** and **Water Treatment and Supply Admin** was Slip/Trip/Fall (3/3).

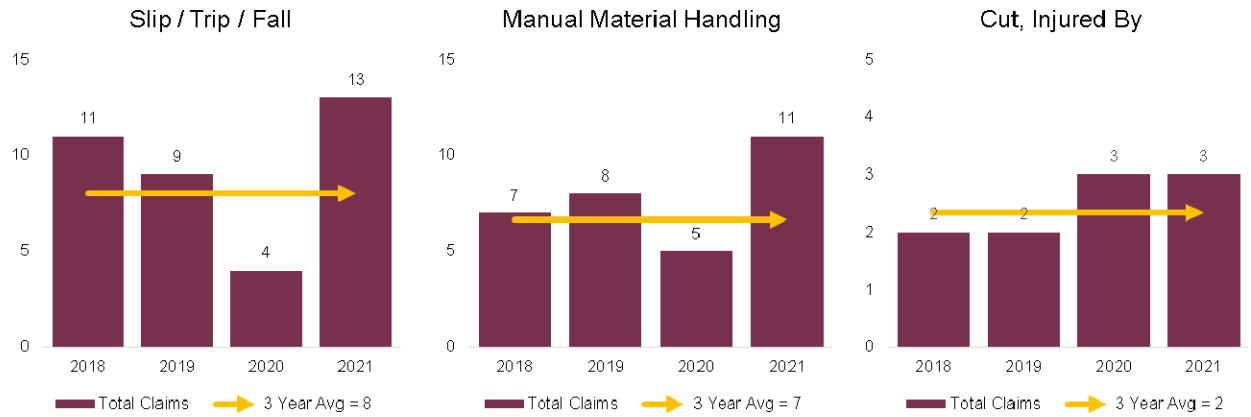
## “TOP 3” Departments with Highest Incurred



Department	2017 - 2018	2018 - 2019	2019 - 2020	3 Year Avg.	2020 - 2021
Utility Services	\$18,338	\$6,148	\$176,105	\$66,863	\$162,049
Water Treatment and Supply Admin	\$2,943	\$6,986	\$155,529	\$55,153	\$157,887
Operations Repair and Maintenance	\$41,454	\$86,419	\$59,538	\$62,470	\$150,113

The top three departments for injury severity were Utility Services, Water Treatment and Supply Admin, and Operations Repair and Maintenance. Utility Services severity decreased when compared policy year 2020, however increased when compared to its three year averages. **Utility Services** top three accident types were Manual Material Handling (2-\$60,277), Slip/Trip/Fall (1-\$54,445), and Motor Vehicle (1-\$46,198). **Water Treatment and Supply Admin** top two accident types for severity were Slip/Trip/Fall (3-\$80,163) and Manual Material handling (1-\$38,064). **Operations Repair and Maintenance** number one accident type was Slip/Trip/Fall (1-\$141,065).

## “TOP 3” Accident Types with Highest Number of Claims



Accident Type	2017 - 2018	2018 - 2019	2019 - 2020	3 Year Avg.	2020 - 2021
Slip/Trip/Fall	11	9	4	8	13
Manual Material Handling	7	8	5	7	11
Cut, Injured By	2	2	3	2	3

Slip/Trip/Fall, Manual Material Handling, and Cut, Injured By were the top three accident types for frequency. **Slip/Trip/Fall** top accident type was Slip/Fall-Ice/Snow (3) and Slip/Fall-Same Level (3). **Manual Material Handling** top accident type was Injured By-Push/Pull (6). **Cut, Injured By** accident frequency remained constant when compared to policy year 2020, however increased in frequency when compared to its three year average.

## “TOP 3” Accident Types with Highest Incurred

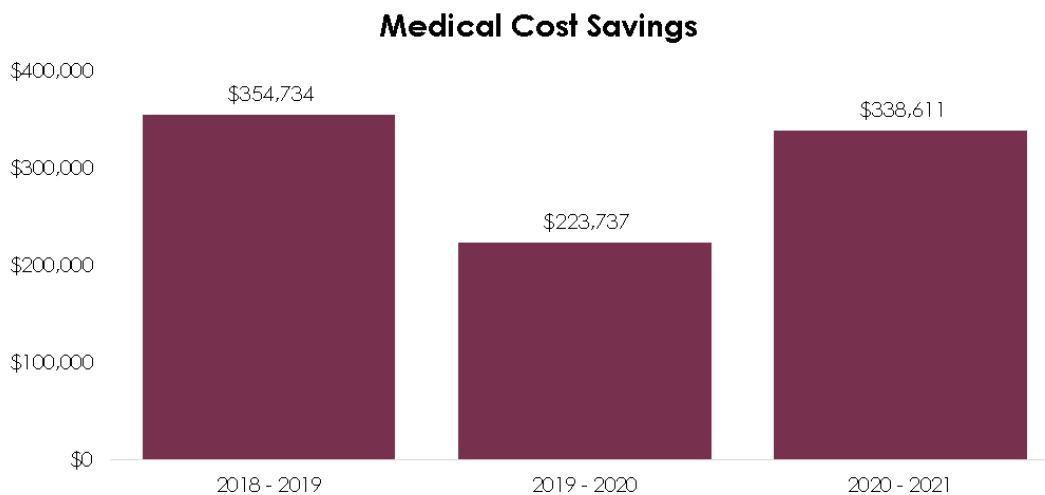


Accident Type	2017 - 2018	2018 - 2019	2019 - 2020	3 Year Avg.	2020 - 2021
Slip/Trip/Fall	\$128,030	\$116,935	\$104,135	\$116,367	\$332,018
Manual Material Handling	\$158,961	\$84,894	\$45,712	\$96,522	\$292,806
Motor Vehicle	\$0	\$20,542	\$0	\$6,847	\$122,223

The top three accident types for severity were Slip/Trip/Fall, Manual Material Handling, and Motor Vehicle. All three accident types increased when compared to policy year 2020 and their respective three year averages. **Slip/Trip/Fall** top three accidents for severity were Slip/Fall-Stairs (2-\$142,065), Slip/Fall-Ice/Snow (3-\$80,428), and Slip/Fall-Same Level (\$55,469). **Manual Material Handling** top two accident types for severity were Injured By-Push/Pull (6-\$248,566) and Injured By-Reaching (1-\$38,063). Motor Vehicle-Collision with Vehicle is the only accident type for **Motor Vehicle**.

## Other Noteworthy Facts about the Program

- MDC has a **Return to Work** program on a case by case basis.
- MDC has added a **Medical Care Plan** in their workers' compensation program which has brought more control by limiting the network of medical providers and providing access to utilization review that helps control the medical costs and unnecessary medical procedures.
- **Trust TeleCare** has provided a method of reporting claims and providing medical triage services that has reduced the number of workers seeking outside medical treatment.
- 2 cases **settled** for \$87,400 which reduced ultimate exposure by over \$170,000.



Three Year Medical Cost Savings due to fee schedule reductions,  
Utilization review, & pharmacy management  
**\$917,082**

Presented by: Diane M. Ritucci, President & CEO  
Workers' Compensation Trust





February 9, 2022

PERSONNEL, PENSION & INSURANCE COMMITTEE  
**METROPOLITAN DISTRICT**

Christopher Monroe | Andrea Faber  
[www.usi.com](http://www.usi.com)





# Metropolitan District Agenda Overview

- **2021 Plan Performance**
- **2021 Wellness Overview**
  - *Blue Cross Utilization Recap*
  - *Current Wellness Approach – Livongo*
    - *Well Visits / Diabetes / Hypertension*
    - *New Consideration*
- **2022 Plan Year – “Path Forward”**
  - *Active Plan*
  - *Retiree Plan*







# 2021 Plan Performance

## Active / Retiree Population



# Metropolitan District 2021 Plan Performance

# Actives

USI receives monthly loss reporting on MDC's self-insured medical and dental program. The data is then used to populate a monthly claim liability report that measures several key metrics.

## Financial Metrics

- Plan Performance vs. Budget
- Per Capita Trend Line (Medical / Dental)
- Large Claim Impact within the Risk Pool
- 2021 Plan Performance vs. Budget** – positive plan performance on both the medical and dental drove a plan surplus for the MDC in 2021.
  - Medical - \$2.4M surplus on an estimated budget of \$16.1M.
  - Dental - \$85k surplus on an estimated budget of \$693k.
- 2021 Per Capita Trend Line** – medical trend is roughly 8% to 12% at a normative level. MDC continued to outperform that standard in 2021.
  - Medical – 0.4% increase in per capita claim cost.
  - Dental – 10.1% increase in per capita claim cost. Elevated to the norm (4.5%) yet Covid influenced.

## Impact and Benefits:

- MDC has experienced stability within its risk pool.
- Prudent discipline around the budget setting process.
- MDC has beaten marketplace trend expectations over a long period of time.
- Stability aside, the concern centers upon per capita outlay relative to the norm.

## Active Population – Plan Performance in 2021



# Metropolitan District 2021 Plan Performance

## Actives

- **2021 Large Claim Impact** – relative to the norm, the MDC continues to be an under-performer. A large claim is defined as any claim in excess of \$50k. Marketplace expectations are as follows.
  - A group similar in size should see 20 to 30 claims in excess of \$50k. Since 2018, the MDC has averaged roughly 50 large claimants (bad).
  - Per capita large claim spend is generally between \$100k & \$130k per claim. Since 2018, our per capita spend mirrors that result (good).

In 2021, the numbers did improve yet more progress is warranted.

- Total number of large claims stayed consistent – 59 (2020) vs. 56 (2021).
- Total aggregate outlay dropped substantially - \$7.1M (2020) vs. \$6.2M (2022).
  - \$900k reduction in aggregate large claim spend fueled MDC's \$2.4M medical plan surplus.

### Impact and Benefits:

- Large claimants typically “make or break” a plan year. The overall results are positive despite having an elevated number of large claims.
- Large amount of aggregate spend is indicative of a population that struggles with chronic conditions.
- Focus on improving the risk profile of the active population.

## Active Population – Plan Performance in 2021



# Metropolitan District 2021 Plan Performance

# Retirees

Consistent with the active population, USI receives monthly loss reporting on the Over-65 Medicare Supplemental program. The data is then used to populate a monthly claim report that measures similar metrics.

## Financial Metrics

- Aggregate Spend vs. Prior Year
- Per Capita Trend Line (Medical / Rx)

## 2021 Plan Performance – positive plan performance on the retiree line.

- Enrollment stayed unchanged – 668 (2020) vs. 673 (2021).
- Elevation in medical spend - \$930K vs. \$1.1M
- Pharmacy spend remained unchanged at \$1.8M.
- Elevation in Plan “Offset” - \$523k (2020) vs. \$602k (2021).
- Melded per capita spend highlights a 4.3% increase over 2020 (Covid)
  - Average increase year over year since 2017 – 2.3%.

## Impact and Benefits:

- MDC has experienced stability year over year within the Over-65 population.
- Need to focus on the marketplace value of the current offsets.
  - Part D Subsidy
  - Rx Rebate Share

## Retiree Population – Plan Performance in 2021





# Chronic Conditions Wellness Program – Impact



# Metropolitan District 2021 Anthem Utilization Review

Anthem Blue Cross measured plan performance over a rolling 24-month period. Claim progression over that period yielded the following observations/considerations for 2021.

## ▪ Preventive Care Access – Well Visits

- Adult Access to Preventive Care (Males) – 47% vs. 80% Expectation
- Adjust Access to Preventive Care (Females) – 71% vs. 80% Expectation

## ▪ Preventive Care Access – Cancer Screenings

- Breast Cancer Screenings – 71% vs. 80% Expectation
- Cervical Cancer Screenings – 62% vs. 80% Expectation
- Colon Cancer Screenings – 67% vs. 80% Expectation

## ▪ Diabetes & Livongo

- 160 to 180 Targeted Members - \$2.0M Annual Spend – Problem
- **Livongo**
  - 9 Enrolled / 7 Engaged (less than 5% of the eligible population)
  - Testing / A1C Adherence – Improving per Livongo
  - Access to Expert Coaching – Non-Existent

## Impact and Benefits:

### ▪ Challenges

- Low Well Visit Engagement
- Low Cancer Screening Engagement
- Low Livongo Engagement

### ▪ Need to re-work member/PCP engagement

### ▪ Need to revisit Livongo's value proposition







# Metropolitan District 2021 Anthem Utilization Review

Anthem Blue Cross measured plan performance over a rolling 24-month period. Claim progression over that period yielded the following observations/considerations for 2021.

## ▪ Hypertension & Livongo

- 480 Targeted Members
- **Livongo**
  - 21 Enrolled / 19 Engaged (less than 5% of the eligible population)
  - Improving BP Results – Improving per Livongo
  - Access to Expert Coaching – Non-Existent

## Impact and Benefits:

- Challenges
  - Consistent with the Diabetes program
- Members don't see the value
- Need to revisit Livongo's value proposition





# Metropolitan District 2022 Wellness Recommendations

USI/MDC need to re-visit existing applications and work to create a mechanism that drives more member engagement. That engagement can't be isolated to just the employees of the MDC. We need to engage spouses as well.

## ▪ Considerations

### ▪ Preventive Care Screenings – Incentive Based

- Build upon the current incentive model to improve access to and compliance around preventive care. Creating a link between member and physician is the first step in mitigating future cost increases.
  - Approach can't be voluntary. It must be incentive based if the MDC is going to move the "needle" upwards relative to current compliance rates.
  - USI 3D (activated – Feb, 2022) will allow for a more regular analysis around preventive care, gaps in care, and those conditions that are hurting the performance within the current health and welfare plan.
  - We need to consider the HEP "model" that is in place for State employees. This program does create the "link" between member and physician. It also rewards those that adhere to the HEP program and penalizes those that do not.
  - Action is driven at the bargaining table. Need to sit with labor representatives and highlight the nature of the problem and how the current rate of spend is not sustainable unless we improve the overall health of the population.





# 2022 Plan Year – “Path Forward”



# Metropolitan District 2022 Plan Year – “Path Forward”

As we move into the 2022 plan year, there are several initiatives that we would like to explore for 2023.

The 2022 renewal exercise did yield several pricing concessions per the incumbent (Anthem Blue Cross & Blue Shield).

- Administrative fees decreased by 14.1%.
- Stop Loss fee increase of 34% (down from 39%).
- Rebate sharing is expected to increase from \$780k to \$1.2M.
  - Due to timing on rebate payments, \$933k applied for 2022.
- On a melded basis, the overall reduction in fixed cost stood at \$181k.

Although pleased with the adjustments around fixed costs, the goal will be a full marketing in 2023 via Anthem, Aetna, Cigna, United, and Connecticare. I believe there is an opportunity to bring the fixed cost piece down even further via a marketing.

This exercise will extend to the over 65 plan as well. There are offsets in place that don't appear to be as market competitive as I would expect. A marketing will validate my concerns.



**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**

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**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 II**

**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

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- ~~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) 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.

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**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 Administrative 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**

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**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.

## **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**

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**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.

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