

METROPOLITAN DISTRICT COMMISSION
SPECIAL MEETING
PERSONNEL, PENSION & INSURANCE COMMITTEE
MONDAY, MARCH 4, 2019
3:30 P.M.

Location

Board Room
District Headquarters
555 Main Street, Hartford

Commissioners

Camilliere
DiBella (Ex-Officio)
Lester
Magnan
Marotta

Pane
Patel
Salemi
Sweezy (VC)
Taylor (C)

Quorum: 5

1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. APPROVAL OF MEETING MINUTES OF FEBRUARY 4, 2019
4. CONSIDERATION AND POTENTIAL ACTION RE: AMENDMENT TO JOB SPECIFICATIONS
5. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
6. COMMISSIONER COMMENTS & QUESTIONS
7. ADJOURNMENT

**AMENDMENT OF JOB SPECIFICATIONS
CHIEF OPERATING OFFICER AND CHIEF ADMINISTRATIVE OFFICER**

To: Personnel, Pension and Insurance Committee for consideration on March 4, 2019

As part of the District's re-alignment of existing functions, Staff is proposing to revise the *Chief Operating Officer* and *Chief Administrative Officer* job specifications and salary allocation. These positions have remained vacant for several years.

Staff is recommending that the Classification System be amended to include the revised *Chief Operating Officer* and *Chief Administrative Officer* job specifications with a EE26 salary allocation (Annual range of \$199,000 to \$265,000 with eight steps, formerly the EE26 salary allocation had five steps with an annual range of \$272,170.88 to \$305,415.84).

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 Classification System be amended to reflect the revised *Chief Operating Officer* and *Chief Administrative Officer* job specifications with the salary allocation of EE26 with eights steps and an annual range of \$199,000 to \$265,000.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CHIEF ADMINISTRATIVE OFFICER

JOB SUMMARY

The purpose of this classification is to perform executive management work for assigned administrative departments including: procurement, customer service, ~~human resources~~, information technology, ~~and finance and treasury and budget~~, ~~environment, health and safety~~. Work involves developing strategic plans, goals and objectives; directing department operations and programs through subordinate managers and staff; evaluating effectiveness and implementing corrective changes; directing budget development and the use of resources; and advising the Chief Executive Officer, the Board of Commissioners (Board) and other District managers on issues pertaining to administrative departments.

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.

- Directs the staff, resources, operations and programs of assigned administrative departments, including: procurement, customer service, ~~human resources~~, information technology, ~~and finance, treasury and budget~~, ~~environment, health and safety~~; Directs the development of work plans, goals and objectives for administrative departments; directs and approves staff assignments; and allocates resources.
- Reviews and evaluates the performance of assigned departments; assesses departments' effectiveness and efficiency; identifies best business practices; modifies policies and procedures; assures safe work practices; assures compliance with regulatory requirements; identifies and directs corrective actions; and implements strategic, policy, and administrative changes to maximize use of resources, achieve goals and objectives and better serve the District and its customers.
- Coordinates District goals, objectives and activities as a chief officer of the District; advises the Chief Executive Officer and Chief Operating Officer on administrative issues and assists in developing long term strategic direction; coordinates plans and operations with administrative department directors, managers and executives of government agencies, municipalities, contractors and community organizations; attends Board meetings; presents agenda items; and advises the Board, Bureau and District committees on items relating to the administrative departments.
- Analyzes management issues and problems; prepares reports of findings and recommendations; and reviews reports and recommendations prepared by subordinate staff.
- Supervises subordinate managers and staff employees; conducts staff meetings; appoints candidates from approved eligibility lists; assigns work; establishes performance expectations; enforces safe work practices; conducts performance reviews; reviews and approves performance appraisals; counsels employees; administers union contract language, oral and written warnings and suspensions.
- Approves capital improvement program activities; and reviews project development.

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- ~~• Assists in the implementation of the District's Affirmative Action Plan and diversity efforts; directs the development and monitors the implementation of training programs; and evaluates employee grievances.~~
- Oversees information technology implementation; directs information technology programs; and ensures their support of District strategic plans and operations.
- ~~• Reviews and signs regulatory reports; monitors environment and safety compliance; and negotiates compliance issues with regulatory agencies.~~
- Conducts meetings with Town Managers; and directs the processing of public inquiries and complaints.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of the Chief Executive Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, public administration or a related field, with Master's level course work in the field; Master's degree preferred; supplemented by a minimum ten (10) years of progressively responsible public management experience, four (4) of which must be supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification

SPECIAL REQUIREMENTS

Must have a valid driver's license.

MBA preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

Metropolitan District Commission • Chief Administrative Officer

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one (1) or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

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: Tasks 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.

Code:
Employee Group: E&E
FLSA Status: Exempt

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CHIEF OPERATING OFFICER

JOB SUMMARY

The purpose of this classification is to manage the extensive resources in complex processing operations and maintenance. Work involves directing maintenance, operations, utility services, command center, engineering, water pollution control, ~~and~~ water treatment and supply, environment health and safety and patrol. Work involves developing strategic plans, goals and objectives; directing department operations and programs through subordinate managers and staff; evaluating effectiveness and implementing corrective changes; directing budget development and the use of resources; and advising the Chief Executive Officer, the Board of Commissioners (Board) and other District managers on issues pertaining to administrative departments.

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.

- Directs the planning goals, objectives and operations of maintenance, operations, utility services, water pollution control, ~~and~~ water treatment and supply, environment health and safety and patrol. Directs operating departments expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration. Supervises subordinate managerial and staff employees.
- Analyzes information on assigned departments effectiveness and efficiency. Identifies best business practices and modifies operating policies and procedures. Recommends District administrative and governing policies. Advises Chief Executive Officer and Chief Administrative Officer on various operational issues.
- Analyzes management issues and problems and prepares recommendations and reports. Assures safe work practices and compliance with regulatory and government mandates.
- Directs the development of the operating and capital budget development of operating departments and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration.
- Coordinates District goals, objectives, and activities as a chief officer of the District. Coordinates with assigned District departments and executives of government agencies, municipalities, contractors, and

community organizations. Represents the District in meetings, public events and media conferences. Directs the processing of public inquiries and complaints.

- Advises the Board, Bureau and committees on items relating to the operating departments.
- ~~Assists in the implementation of the District's Affirmative Action Plan. Directs the development and monitors the implementation of training programs~~
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the Chief Executive Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil, mechanical, electrical or environmental engineering with Master's level course work in the field; Master's degree preferred; supplemented by a minimum ten (10) years' progressively responsible experience that includes utility plant or public works experience, including four (4) at the senior management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

ADDITIONAL REQUIREMENTS

Must have a valid driver's license.

Must have a Connecticut Professional Engineer license or ability to obtain within sixty (60) days from date of appointment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

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: Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

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