

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, March 2, 2015**

**Present:** Commissioners Daniel Camilliere, Donald Currey, Joseph Klett, Maureen Magnan, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8)

**Absent:** Commissioners Timothy Curtis, Thea Montanez, J. Lawrence Price and Albert F. Reichin, (4)

**Also**

**Present:** Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy CEO, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Gerald J. Lukowski, Director of Operations  
Sue Negrelli, Director of Engineering  
Erin Ryan, Director of Human Resources  
Kelly Shane, Director of Procurement  
James Masse, Network Analyst  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Jessica Coelho, President of Local 3713 AFSCME

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 5:03 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of February 11, 2015 were approved.***

***Commissioners Magnan abstained.***

*Without objection, Agenda Items 4A “Business Systems and Security Administrator” and 4B “Manager of Information Systems” were consolidated and considered together.*

**JOB CLASSIFICATION REVISION  
BUSINESS SYSTEMS AND SECURITY ADMINISTRATOR**

**TO:** Personnel, Pension and Insurance Committee for consideration on March 2, 2015

Staff is recommending that the Classification Plan be amended to include the new position of *Business Systems and Security Administrator* with a proposed value of EE-14 (annual range \$83,124 to \$108,061). The creation of this position will provide oversight and management of the District’s information systems and security protocols which will contribute to ensuring the optimal performance of the District’s information technology platform.

A thorough review of this position was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the modification of the *Business Systems and Security Administrator* position and assign the classification a value of EE-14.

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 modification of the *Business Systems and Security Administrator* position and assign this classification a value of EE-14.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: BUSINESS SYSTEMS AND SECURITY ADMINISTRATOR**

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**JOB SUMMARY**

The purpose of this classification is to perform professional administrative work involving the study, analysis and security of administrative systems and business operations for the purpose of managing and overseeing the security of information systems, business solutions, management tools, and policies and procedures to improve efficiency and effectiveness. 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. Classification typically reports to a Manager.

## 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.**

- Manages and maintains a security program for all IS systems. Oversees all administrative rights and credentials, organizes and maintains records, provides user and document permissions, and provides user system training.
- Creates workflows for IS projects and provides management information relating to IS capital improvement projects as assigned.
- Compiles information; prepares a variety of records and reports.
- Performs 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

Classification typically reports to the Manager of Information Services

## MINIMUM QUALIFICATIONS

Bachelor's degree in information systems , or a related field, supplemented by three (3) years previous experience and/or training involving analysis of business systems and the use of common network, database and/or security management of systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## SPECIAL REQUIREMENTS

None.

## PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)

**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:** 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.*

## JOB CLASSIFICATION REVISION MANAGER OF INFORMATION SYSTEMS

**TO:** Personnel, Pension and Insurance Committee for consideration on March 2, 2015

Staff is recommending that the Classification Plan be amended to include the new position of *Manager of Information Systems* with a proposed value of EE-19 (annual range \$101,664 to \$142,330). The creation of this position will provide leadership for information system staff and assist in managing resources to ensure optimal performance of the District's information technology platform.

A thorough review of this position was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the modification of the *Manager of Information Systems* position and assign the classification a value of EE-19.

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 modification of the *Manager of Information Systems* position and assign this classification a value of EE-19.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:           MANAGER OF INFORMATION SERVICES**

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### **JOB SUMMARY**

This is a highly responsible managerial level position. The purpose of this classification is to provide technical expertise and direct management of core enterprise Information Systems (IS) and services including business applications, financial data processing, hardware and software services, network applications, communication systems, internet and web site, and management of other administrative areas as may be assigned by executive staff.

### **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.**

- Participates in design and delivery of the operational management processes of the organization as a member of the Business Services management team to foster leadership innovation and prioritization of information system applications.
- Assists in directing the development and application of information technology hardware and software to meet District management, budget, engineering and operational needs.
- Plans, manages and directs the staff, resources and operations of the District's IS departments and functions. Manages the development, implementation and maintenance of all IS and communication systems including telephones, cell phones and PDAs.

- Plans, directs and coordinates the technological development, operation, and maintenance of the District IS, including system analysis, programming, hardware installation and software applications and prepares systems maintenance schedules and oversees its implementation; assures continuous delivery of IS services through monitoring of IS performance; directs the development and execution of a comprehensive disaster recovery and business continuity plan.  
Coordinates approved IS development and upgrade projects; coordinates and facilitates consultation with user departments; collaborates with process owners in defining business and system requirements for new technology implementations; monitors project status and progress; and provides training for users and reports progress. Assists in developing department goals and objectives; develops operating procedures; establishes work plans, priorities and assignments; sets department performance goals; monitors operations and department performance; ensures compliance with applicable laws and regulations; evaluates department effectiveness and efficiency; and implements changes to improve performance.
- Manages District IS resources including equipment, develops business case justifications and cost/benefit analyses for IS spending; develops and manages department operating and capital budgets; identifies opportunities for cost-effective investments in IS systems including staffing, sourcing, purchasing and in-house development and maintains appropriate user licenses.
- Supervises IS staff; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advice regarding difficult IS issues; enforces safe work practices; evaluates employee performance; counsel employees; administers union contract language, oral and written warnings and suspensions; and recommends higher level discipline and other personnel actions, such as reclassifications.
- Reviews hardware and software acquisition and maintenance contracts; pursues master agreements to capitalize on economies of scale; and represents the District and its IS issues to vendors and contractors.
- Directs the development of the operating and capital budget 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.
- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.
- Performs special assignments and duties as assigned.

#### **SUPERVISION RECEIVED**

Works under the general direction of the Director of Information Services.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in management information systems, computer science or a related field; master's degree in related field preferred; supplemented by minimum of five (5) years of progressively responsible IS technical management experience including specific experience in Microsoft Applications and database and network management including three (3) years at the management level; or any equivalent combination of education,

training, and experience, substituting on a year-for-year basis, which provides the requisite knowledge, skills, and abilities for this classification.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

### **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 risk to the organization.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and ability to manage information technology information systems and software including the ability to manage Outlook, Desktop, SAP and Oracle applications.
- Knowledge of business theory, business processes, strategic planning, management, finance and budgeting, and business office operations.
- Knowledge and exposure to data processing, hardware platforms, enterprise software applications and outsources systems.
- Knowledge of and ability to manage information technology integrations in the District.
- Knowledge of contracting, negotiating and change management.
- Ability to communicate orally and in writing and to lead others.
- Ability to develop and administer policies and procedures at the management level.
- Ability to manage the work of IT-related departments through direct reports.

- Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, contractors, consultants and customers. Demonstrated competencies include: technical knowledge and abilities; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

#### **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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***On motion made by Commissioner Sweezy and duly seconded, the reports for resolutions 4A “Business Systems and Security Administrator” and 4B “Manager of Information Systems” were received and the resolutions adopted by unanimous vote of those present.***

#### **ADJOURNMENT**

The meeting was adjourned at 5:09 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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Date Approved