METROPOLITAN DISTRICT COMMISSION
PERSONNEL, PENSION & INSURANCE COMMITTEE
REGULAR MEETING
MONDAY, JULY 1, 2019
4:00 P.M.

Location

Board Room
District Headquarters
555 Main Street, Hartford

Commissioners

Camilliere
Currey
DiBella (Ex-Officio)
Lester
Fitzgerald
Magnan
Marotta
Pane
Patel
Salemi
Sweezy (VC)
Taylor (C)

Quorum: 6

1. **CALL TO ORDER**
2. **PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**
3. **APPROVAL OF MEETING MINUTES OF JUNE 10, 2019**
4. **DISCUSSION RE: HOOKER & HOLCOMB'S PENSION AND 457b PLAN REPORTS**
5. **CONSIDERATION AND POTENTIAL ACTION RE: AMENDMENT OF JOB SPECIFICATIONS**
6. **DISCUSSION RE: RETIREE PENSION COST OF LIVING PAYMENT**
7. **CONSIDERATION AND POTENTIAL ACTION RE: SALE OF GLASTONBURY LAND (POSSIBLE EXECUTIVE SESSION)**
8. **OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**
9. **COMMISSIONER COMMENTS & QUESTIONS**
10. **ADJOURNMENT**

Changes to Classification System – Director Level Positions

TO: Personnel, Pension and Insurance Committee for consideration on July 1, 2019

As part of the District's re-alignment of existing functions, in concert with the guidance from the Board of Commissioners, we re-activated and filled the Chief Administrative Officer and the Chief Operating Officer positions. We are now recommending the specified adjustments to the attached job specifications including the incorporation of the Chief Financial Officer functions into the Director of Finance classification. This new classification will have direct responsibility, direction and control of all Finance functions. We are also proposing that because of expanded responsibilities, the existing level Director positions be re-allocated from EE22 ($133,803.29 to $187,324.61) salary grade to EE 24 salary ($ 147,519.96 to $ 206,527.94).

Staff is recommending that the Classification System be amended to include the revised *Director of Operations and Utility Services, Director of Facilities, Director of Engineering, Director of Information Services, Director of Finance/Chief Financial Officer and Director of Human Resources* job specifications with an EE24 salary allocation.

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 Director *of Operations and Utility Services, Director of Facilities, Director of Engineering, Director of Information Services, Director of Finance/Chief Financial Officer and Director of Human Resources* job specifications all with the same salary allocation of EE24.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR OF OPERATIONS & UTILITY SERVICES

JOB SUMMARY

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for direction and management of the emergency command center, utility services, environment health and safety and the operation, maintenance and repair of all District pipelines, ~~pump stations, vehicles, buildings and appurtenant facilities and customer services, utility services, communications and patrol~~. Pursuant to The By-Laws of The Metropolitan District, paragraph B2e and B4a, the person appointed to this classification will be an officer of The Metropolitan District Commission.

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 strategic and operational management processes of the organization as a member of the senior management team to provide leadership and innovation in the maintenance and repair of District assets.

- Directs the repair and maintenance of all District infrastructure including fifteen hundred miles of water mains and sewers mains and all related appurtenances. ~~, pump stations, storage tanks, valves, generators, electronic control systems and all related appurtenances~~.

- ~~Plans for and directs the purchase, replacement, maintenance and repair of all district equipment and vehicles necessary to operate district facilities~~.

- Plans for and directs the development, installation and operation of water metering devices, ~~assures the proper customer billing, and maintains good customer relations and services through operation of central call center and customer complaint response.~~

- Oversees utility service connections and cross connection prevention, maintains call-before-you-dig system and operates district wide command center to coordinate work force assignments for emergency response, repairs and maintenance.

- ~~Oversees law enforcement on District properties through management of the Patrol Department.~~

Approved:

- Plans and directs goals, objectives, operations and activities of ~~maintenance~~, operations, the command center, utility services and environment health and safety. ~~customer service, utility services, communications, emergency action planning and patrol.~~
  - Directs the prioritization and development of capital improvement projects.

- Assures compliance with all state and federal public health environmental standards and permit requirements and state and federal Occupational Safety and Health
  - Collaborates on the design and construction of water and sewer pipelines and modifications with the engineering departments.

- Assures compliance with all state and federal public health environmental standards and permit requirements and state and federal Occupational Safety and Health

  - Reviews and signs regulatory reports; monitors environment and safety compliance; and negotiates compliance issues with regulatory agencies.

- Analyzes management issues and problems and prepares recommendations and reports. Assures safe work practices and compliance with regulatory and government mandates. Manages Capacity Management Operation and Maintenance (CMOM) ~~and Computerized Maintenance Management System (CMMS)~~ Programs.

- Administers collective bargaining agreement provisions and applies disciplinary measures. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications.

- Oversees budget development and controls activity expenditures.

- ~~Directs operating department's expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration. Supervises direct report managerial and staff employees.~~

- Coordinates District goals, objectives, and activities as a member of the senior management team. Works 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 of Commissioners, bureaus and committees on items relating to the operating departments.

- Performs related duties as required and assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Operating Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, with Master's level course work in related engineering field; supplemented by a minimum of ten (10) years progressively responsible experience that includes utility plant or public works experience, including three (3) years at the management level; 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.

Must have a State of Connecticut Class III Operator Water Distribution System Certificate or the ability to acquire certificate within eighteen (18) months of appointment.

Connecticut Professional Engineer License is preferred.

Master's degree in a related field 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.

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.

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.

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

METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR OF FACILITIES & MAINTENANCE

JOB SUMMARY

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for direction, management and planning of the District operation of water treatment and supply, ~~and~~ waste water treatment facilities, and the maintenance and repair of all pump station, equipment and buildings and related capital expansion and improvement programs. Pursuant to The By-Laws of The Metropolitan District, sections B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District Commission.

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 strategic and operational management processes of the organization as a member of the senior management team to provide leadership and innovation in the operation and management of District facilities.

- Directs the prioritization and development of capital improvement projects for facility expansion, replacement, repair and maintenance.

- Directs the repair and maintenance of infrastructure including, pump stations, storage tanks, valves, generators, electronic control systems and all related appurtenances.

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- Assures compliance with all state and federal public health drinking water standards, ~~, state and federal environmental standards and permit requirements and state and federal Occupational Safety and Health Administration standards for the management and operation of all treatment facilities and associated processes~~

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- Plans for and directs the purchase, replacement, maintenance and repair of all district equipment and vehicles necessary to operate district facilities.

- Collaborates on the design and construction of facilities upgrades, renovations and modifications with the engineering departments. Reviews the analysis of equipment purchases and upgrades and recommends appropriate action.

- Directs the operations of reservoirs, lakes, dams, hydroelectric projects, water treatment plants, water quality laboratory, forestry management, watershed management, recreation activities, watershed inspection requirements, and related activities.

- Directs the development, implementation and use of automated process control systems including Supervisory Control and Data Acquisition (SCADA) and "Real Time Control" systems.

- Develops and/or reviews specifications for facilities and equipment repairs and purchases. Directs the preparation of maintenance contracts and administers approved contracts.

- Conducts research into alternate and emerging technologies pertinent to plant and facilities performance, regulatory compliance and system operation and protection.

- Investigates and assesses equipment and system failures. Responds to and directs emergency repairs. Monitors preventative maintenance programs.

- Analyzes management issues and problems and prepares recommendations and reports. Assures safe work practices and compliance with regulatory and government mandates. Evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspension; and recommends higher level discipline and other personnel actions, such as reclassifications.

- 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 Operating Officer on various operational issues.

- Oversees budget development and controls activity expenditures.
- ~~Directs the development of the operating budget(s) 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.~~

- Performs related duties as required and assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Operating Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, with Master's level course work in the field; supplemented by a minimum of ten (10) years progressively responsible experience that includes utility plant or public works experience, including three (3) years at the management level; 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 Connecticut Professional Engineer License or obtain such license within sixty (60) days from date of appointment.

Must have a valid driver's license.

Master's Degree in related engineering field preferred.

CT Class IV Operator Water Treatment Plant Certificate and CT Class IV Operator Wastewater Treatment Plant Certificate 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.

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.

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.

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

METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR OF ENGINEERING

JOB SUMMARY

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for direction and management ~~The purpose of this classification is to provide strategic vision and leadership for developing, implementing and managing the~~ of the District's engineering programs, which include engineering design, construction, inspection, technical services, development services, planning, asset management and supplier diversity. ~~inspection services, technical services and planning and asset management.~~ Pursuant to The By-Laws of The Metropolitan District, sections B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District.

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 strategic and operational management processes of the organization as a member of the senior management team to achieve District goals and foster innovation and prioritizing of engineering functions and initiatives.
- Directs the engineering design and construction of all District water and waste water treatment facilities, water mains, sewers pump stations, roads, dams, utility services, buildings and all other related structures and physical assets.
- Directs and monitors the accelerated water main replacement program.
- Directs the implementation of the District's water system master plan.
- Directs and implements projects for the District's Clean Water Project including all planning, design and construction.
- Plans and directs goals, objectives, operations and activities of District engineering functions, which include engineering design services, construction, inspection services, technical services, supplier diversity, development services and planning and asset management.
- Directs the implementation of design and construction, manages staff and resources and monitors and evaluates programs to ensure compliance, effectiveness and efficiency.

Approved:

- Develops and implements plans and facilities to meet all public health and environmental standards and requirements for water and wastewater services.

- ~~Directs operating department's expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration. Supervises direct report managerial and staff employees.~~

- Performs planning for asset replacement and maintenance improvements and prepares capital budget requests and budget projections.

- Establishes long range goals, objectives and work plans; allocates staff and resources; coordinates priorities and activities among work groups; monitors and evaluates programs, services and operations; analyzes operational, financial, and statistical data; assesses effectiveness and performance; and identifies and implements changes to maximize use of resources, achieve goals and objectives to ~~and~~ better serve the District and its customers.

- Directs implementation of programs and services through direct report managers, supervisors and staff; ensures activities adhere to applicable local, state and federal regulations, District policies and procedures, engineering principles and practices, quality control standards, and safe work practices; and provides guidance and direction regarding difficult engineering, planning and construction issues.

- Develops short and long range capital improvements Coordinates the activities of the engineering department with other District departments; directs the implementation of capital projects; reviews and analyzes proposals; reviews and recommends the award of contracts; oversees contractor and consulting engineer performance; approves reports, plans and specifications, change orders and various design and construction documents and ensures work complies with project specifications, engineering principles, safety and quality standards.

- Oversees budget development and controls activity expenditures.

- ~~Coordinates design and utility service activities with GIS services.~~

- Oversees the preparation and distribution of operating, statistical and regulatory reports for assigned programs and operations; and directs the establishment and management of department records, files and databases.

- Performs related duties as required and assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Operating Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil or environmental engineering with Master's level course work in the field, supplemented by a minimum of ten (10) years of progressively responsible experience managing utility or public works engineering programs, including three (3) years at the management level; 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.

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

Master's Degree in engineering 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.

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 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.

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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METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR OF INFORMATION SERVICES

JOB SUMMARY

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for the direction and management of Information Systems (IS) and services including business applications, GIS and financial data processing, hardware and software services, network applications, communication systems, cybersecurity, internet and web site management and control, ~~general mail room and printing services~~ to accomplish District goals and objectives. Pursuant to the By-Laws of The Metropolitan District, Sections B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District.

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 strategic and operational management processes of the organization as a member of the senior management team to foster leadership innovation and prioritization of information system applications.

- Directs 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, GIS 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.

- Develops 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; interviews, recommends and selects applicants from approved lists; 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.
- Oversees budget development and controls activity expenditures.
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- 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 Chief Administrative ~~Executive~~ Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in management information systems, computer science or a related field; supplemented by minimum of ten (10) years of progressively responsible IS management experience including specific experience in SAP, 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.

Master's degree in a related field 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.

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.

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.

Approved:

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: **DIRECTOR OF FINANCE/CHIEF FINANCIAL OFFICER**

JOB SUMMARY

This is a highly responsible financial executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership in the direction and management of the District's financial functions and operations including: budgeting, accounting, auditing, investing, treasury, and debt management. This position serves as the Chief Financial Officer and has the responsibility for making difficult financial management decisions. Pursuant to the By-Laws of The Metropolitan District, Sections B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District.

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 directs goals, objectives and operations of all finance-related activities. Prepares and reviews reports on finance operations. Supervises subordinate managerial and staff employees.
- Participates in strategic and operational management processes of the organization as a member of the senior management team and is responsible for developing and maintaining accounting policies and procedures as well as providing leadership and vision for the District's financial staff.
- Develops and establishes goals and objectives of the comptrollers, budgeting, and treasury functions and provides timely performance feedback with respect to established goals and objectives.
- Performs and oversees all financial budgeting and forecasting modeling and analysis. Prepares and reviews financial statements which communicate the District's actual performance by fund.
- Plans, organizes and coordinates the year-end close process with external auditors and is responsible for the development and maintenance of the District's internal control structure.
- Serves as ~~Deputy~~ Treasurer for the District and is responsible for overseeing the District's cash and debt management policies and procedures, as well as managing all financial aspects of the District's pension, insurance and medical benefit programs and their related investment and trust activities.

Approved:

- Oversees the District's annual operating and capital budget development process and presents District budgets to the Board of Commissioners for adoption. Oversees the planning, budgeting and authorizing of District expenditures within the District's funds. Oversees operating revenues, disbursements, inventory, investments and debt management.

Coordinates District finance-related activities with District senior executive leadership, government agencies, banks, contractors, investment bankers and other key stakeholders. Oversees coordination of finance-related operations, including budget, billing, payment and inventory control with other District departments.

- 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 senior executive leadership on financial operational issues and policies.
- Analyzes new venture proposals and advises on financial aspects.
- Performs special assignments and other work as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Administrative ~~Financial~~ Officer.

MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business or finance is required; supplemented by a minimum of ten (10) years of progressively responsible financial management experience including at least three (3) years at the management level. Previous experience in government finance or public accounting is desirable; 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

MBA preferred.

Professional designation, such as CPA or CMA 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.

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: 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.

Approved:

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

METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR OF HUMAN RESOURCES

JOB SUMMARY

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for direction and management ~~This is a highly responsible management level position responsible for the management and direction~~ of the Human Resources Department and functions, including the development of policies, programs and operations including human resources administration, labor relations, recruitment and selection, benefits, diversity, human resources information systems, classification and compensation, education and training, FMLA, Workers Compensation and employment services. Pursuant to the By-Laws of The Metropolitan District, Sections B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District

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, directs and manages District human resource staff, programs, and services, including human resources administration, labor relations, recruitment and selection, benefits, diversity and inclusion, HRIS (Human Resource Information Systems), classification and compensation, education and training and employment services.

- Establishes goals, objectives and work plans; develops, designs and implements adopted policies, training programs, processes and procedural instructions; allocates staff and resources; assesses staff effectiveness and performance; and identifies and implements changes to maximize use of resources.

- Assures District hiring, promotion and staff assignments adhere to applicable local, state and federal labor regulations and civil rights laws, and District policies and procedures and applicable collective bargaining agreements.

- Reviews and approves all personnel actions, recruiting activities and decisions, significant disciplinary actions and training; and provides guidance and direction regarding difficult operational and administrative issues and concerns.

- Directs the analysis and implementation of employee benefit programs for pension, health and wellness.

- Develops, reviews, evaluates and recommends labor relations strategies, policies and objectives; reviews and approves labor relations decisions, actions and settlements; provides information in

contract and pension negotiations, and reviews and provides final interpretation of collective bargaining agreements.

- Oversees sensitive investigations and identifies human resources needs, trends and strategic issues. Consults with directors and mangers regarding human resources management issues; provides information in employment law and litigation; interprets policies and regulations.

- Identifies best business personnel practices, operating policies and procedures. Recommends District administrative and governing practices. Advises Chief Executive Officer ~~and Deputy Chief Executive Officers~~ on various personnel, union and benefit issues.

- Establishes effective working relationships with District staff, union leadership and personnel from governmental agencies; and coordinates operations with other District work units to support project objectives and programs.

- Manages Workers Compensation and FMLA programs.

- Manages assigned resources including staff, budgets and other resources; develops business case justifications and cost/benefit analyses for HRIS spending; and develops and manages department operating and capital budgets.

- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.

- Develops information for the preparation of the District Affirmative Action Plan; reviews and approves CHRO complaint responses; and provides support on affirmative action advisory issues.

- Oversees budget development and controls activity expenditures.

- ~~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.~~

- Performs special assignments and duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Executive Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in human resource management, business or public administration, labor relations, or a related field; supplemented by a minimum ten (10) years of progressively responsible human resources

management experience, including three (3) years at the management level; 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.

Master's degree or JD 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 consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

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 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.

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.

Approved: