

**THE METROPOLITAN DISTRICT COMMISSION**

555 Main Street  
Hartford, Connecticut 06103  
Monday, June 3, 2024

**PRESENT:** Commissioners Andrew Adil, Kyle Anderson, John Avedisian, John Bazzano, William A. DiBella, David Drake, John Gale, Peter Gardow, Allen Hoffman, Jean Holloway, Gary Johnson, Diane Lewis, Jacqueline Mandyck, Pasquale J Salemi, David Steuber, Alvin Taylor, Calixto Torres, James Woulfe and District Chairman Donald Currey (19)

**REMOTE ATTENDANCE:** Commissioner Dimple Desai, Joan Gentile, Christian Hoheb, Mary LaChance, Dominic Pane and Bhupen Patel (6)

**ABSENT:** Commissioners Clifford Avery Buell, Richard Bush, Esther Clarke, James Healy, Byron Lester, Maureen Magnan, Michael Maniscalco, and New Britain Special Representative Michael Carrier (8)

**ALSO PRESENT:** Citizen Member Awet Tsegai  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Susan Negrelli, Director of Engineering  
Robert Barron, Chief Financial Officer  
Tom Tyler, Director of Facilities  
David Rutty, Director of Operations  
Michael Curley, Manager of Technical Services (Remote Attendance)  
Jason Waterbury, Assistant Manager of Engineering  
Nick Salemi, Communications Administrator  
Carrie Blardo, Assistant to the Chief Executive Officer  
Julie Price, Executive Assistant  
Victoria Escoriza, Executive Assistant  
Dylan Pecego, IT Consultant (Remote Attendance)

**CALL TO ORDER**

The meeting was called to order by District Chairman Currey at 5:30 PM

***Commissioner Gale entered the meeting at 5:31 PM***

**APPROVAL OF MINUTES**

***On motion by Commissioner Adil and duly seconded, the meeting minutes of May 6, 2024 and May 9, 2024 were approved unanimously.***

***Commissioner Gentile entered the meeting remotely at 5:33 PM***

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

Alma Elder of Third Act congratulated the MDC on their recent opening of the Barbour Street Outreach Office.

**REPORT FROM DISTRICT CHAIRMAN**

No report was provided

**REPORT FROM CHIEF EXECUTIVE OFFICER**

Chief Executive Officer, Scott Jellison, stated that the Barbour Street outreach office has opened and a ribbon cutting held on May 15<sup>th</sup>. He also stated that bids were recently received for electricity rates. New rates for electricity and natural gas were locked in for 3 years. Scott Jellison stated on May 8<sup>th</sup> he and the CEO's of Regional Water, Aquarion Water and CT Water met with the DPH Commissioner in a positive meeting to discuss interconnections, the lead and copper rule, and PFAS. An emergency interconnection request was received from Town of Cromwell and the Town of Manchester requested an interconnection due to PFAS in some of its wells.

Mr. Jellison stated that there have been great movement in recent developments including apartments at 65 Elm and the Bushnell South Project. He also provided an update on an interim agreement between MDC and US Army Corps of Engineers about releases from Colebrook Dam, that will allow for the Commissioner of DEEP to request water releases.

**REPORT FROM DISTRICT COUNSEL**

District Counsel, Christopher Stone, provided an update on the temporary resolution regarding Colebrook water releases and an amendment to the federal WRDA bill to address the Colebrook Issue. He also stated there is a hearing this Friday before the State Claims Commissioner regarding the Hartford landfill discharge.

**BOARD OF FINANCE  
 APPROPRIATION OF \$2,600,000 FOR 2024 ASSESSABLE SEWER PROGRAM  
 AUTHORIZATION FOR ISSUANCE OF BONDS OR NOTES NOT TO EXCEED  
 \$2,600,000**

To: District Board June 3, 2024  
 From: Board of Finance

Program – Assessable Sewer Program – Arrowhead/Flatiron Development

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,600,000		3110

Description

Installation of storm sewers resulting from property owner requests for public storm sewer service within the District’s combined sewer service area in the vicinity of the Arrowhead and Flatiron developments in Hartford. This project includes design, construction and project administration. District forces may be utilized for this program. District costs may include salary, benefits and overhead.

Purpose

To provide public storm sewer service to property owners within the District’s service area in the vicinity of the Arrowhead and Flatiron developments in Hartford by extending local storm sewers.

Future Appropriations

Additional appropriation requests for similar requests may be anticipated over the next four years.

Bond Language

Project is appropriated for installation of storm sewers resulting from property owner requests for public storm sewer service within the District’s combined sewer service area in the vicinity of the Arrowhead and Flatiron developments in Hartford. This project includes design, construction, project administration, legal, administrative and other financing costs related thereto. District forces may be utilized for this program. District costs may include salary, benefits and overhead.

Funding Sources

Assessable Sewer Fund will be used to fund the project. Bonds or notes of the District are authorized to be issued in accordance with applicable General

Statutes of Connecticut. This project may also be eligible for CT DEEP CWF Financing.

Bond Counsel prepared the following resolution.

At a meeting of the Board of Finance held on May 20, 2024, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

RESOLUTION APPROPRIATING \$2,600,000 FOR THE INSTALLATION OF STORM SEWERS FOR PUBLIC STORM SEWER SERVICE WITHIN THE DISTRICT'S COMBINED SEWER SERVICE AREA IN THE VICINITY OF THE ARROWHEAD AND FLATIRON DEVELOPMENTS IN HARTFORD AND AUTHORIZING THE ISSUANCE OF \$2,600,000 OF BONDS OR NOTES OF THE DISTRICT TO MEET SAID APPROPRIATION

RESOLVED:

Section 1. The sum of \$2,600,000 is hereby appropriated for design, construction and inspection costs, engineering and professional fees, materials, equipment, project administration, legal fees, administrative and financing costs, interest expense on temporary borrowings, and other costs related to the installation of storm sewers for public storm sewer service within the District's combined sewer service area in the vicinity of the Arrowhead and Flatiron developments in Hartford (collectively, the "Project"). District resources may be utilized for the Project. The District costs may include salary, benefits and overhead. The District's Assessable Sewer Fund may be utilized as the funding source for the Project and for the payment of debt service on bonds or notes issued to pay for the Project.

Section 2. To meet said appropriation \$2,600,000 of bonds of the District are authorized to be issued in one or more series in accordance with applicable General Statutes of Connecticut, Revision of 1958, as amended to date and as amended from time to time in the future, public acts of the Connecticut General Assembly, as amended to date and as amended from time to time in the future, and special acts of the Connecticut General Assembly, as amended to date and as amended from time to time in the future (together, "Connecticut laws"), and the District's Charter. The form, date, maturities and other details of such authorized but unissued bonds shall be hereafter determined by the District Board acting in accordance with the District's Charter. Said bonds shall be issued in fully registered form, be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or the Deputy Treasurer, and bear the District seal or a facsimile thereof. The bonds may be

secured by the full faith and credit of the District and/or by special revenues of the District pledged thereto by the District Board, in accordance with Connecticut laws and the District's Charter. Each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with and that such bond is within every debt and other limit prescribed by law. The aggregate principal amount of the bonds to be issued, the form of issuance as serial, term or discount bonds, the dated date, final maturity, annual installments of principal, whether interest on the bonds will be fixed or variable, the rate or rates of interest, or method of determining interest rates thereon, whether such interest shall be excluded or included in gross income for federal income tax purposes, denominations, terms of redemption, if any, the date, time of issue and sale and all other terms, details and particulars of such bonds shall be determined by the District Board, in accordance with Connecticut laws and the District's Charter, following the recommendation of the Board of Finance. It is hereby found and determined that the issuance of any such bonds the interest on which is included in gross income for federal income tax purposes is in the public interest. The bonds may be sold by competitive bid or negotiated sale, as determined by the District Board. If sold by negotiated sale, the Chairman or Vice Chairman and Treasurer or Deputy Treasurer are hereby authorized, on behalf of the District, to enter into a bond purchase agreement for the sale of the bonds.

Section 3. The Treasurer and the Deputy Treasurer are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds, notes or certificates of indebtedness evidencing such borrowings may be sold by competitive bid or negotiated sale, as determined by the Treasurer or Deputy Treasurer, in such manner as shall be determined by said officers. Said notes or certificates of indebtedness shall be issued in fully registered form, be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer, and bear the District seal or a facsimile thereof. The notes or certificates of indebtedness may be secured by the full faith and credit of the District and/ or by special revenues of the District pledged thereto by the District Board, in accordance with Connecticut laws and the District's Charter. Each of the notes shall recite that every requirement of law relating to its issue has been duly complied with and that such note is within every debt and other limit prescribed by law. The net interest cost on such notes or certificates of indebtedness, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on such notes or certificates of indebtedness then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 4. The Chairman or the Vice Chairman and the Treasurer or the Deputy Treasurer are authorized in the name and on behalf of the District to apply for and accept or reject any and all federal and state loans and/or grants-in-aid for the Project and are further authorized to expend said funds in accordance with the terms thereof

and to execute and deliver to the State of Connecticut one or more project loan and project grant agreements ("Project Loan and Grant Agreements") under the State's Clean Water Fund Program (as defined below). To meet any portion of the costs of the Project determined by the State of Connecticut Department of Energy and Environmental Protection to be eligible for funding under Section 22a-478 et seq. of the General Statutes of Connecticut, Revision of 1958, as amended (the "Clean Water Fund Program"), the District may issue bonds, notes or certificates of indebtedness authorized hereby in the form of interim funding obligations in anticipation of project loan obligations and project loan obligations ("Clean Water Fund Obligations") as the District Board shall determine, in accordance with Connecticut laws and the District's Charter, following the recommendation of the Board of Finance. Clean Water Fund Obligations, Project Loan and Grant Agreements and any other instruments, agreements or certificates under the Clean Water Fund Program shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or the Vice Chairman and the Treasurer or Deputy Treasurer, and bear the District seal or a facsimile thereof. The aggregate principal amount of the Clean Water Fund Obligations to be issued, the dated date, final maturity, rate or rates of interest, the date, time of issue and sale and all other terms, details and particulars of such Clean Water Fund Obligations, subject to the provisions of the Clean Water Fund Program, shall be determined by the District Board, following the recommendation of the Board of Finance. Clean Water Fund Obligations may be secured by the full faith and credit of the District and/or by special revenues of the District pledged therefore by the District Board in accordance with Connecticut laws and the District's Charter. Each of the Clean Water Fund Obligations shall recite that every requirement of law relating to its issue has been duly complied with and that such obligation is within every debt and other limit prescribed by law.

Section 5. The Chairman or the Vice Chairman and the Treasurer or the Deputy Treasurer are authorized in the name and on behalf of the District to apply for and accept or reject any and all federal and state loans and/or subsidies for the Project and are further authorized to expend said funds in accordance with the terms thereof and to execute and deliver to the State of Connecticut one or more project loan and subsidy agreements ("Project Loan and Subsidy Agreements") under the State's Drinking Water Program (as defined below). To meet any portion of the costs of the Project determined by the State of Connecticut Department of Public Health to be eligible for funding under Section 22a-475 et seq. of the General Statutes of Connecticut, Revision of 1958, as amended (the "Drinking Water Program"), the District may issue bonds, notes or certificates of indebtedness authorized hereby in the form of interim funding obligations in anticipation of project loan obligations and project loan obligations ("Drinking Water Obligations") as the District Board shall determine, in accordance with Connecticut laws and the District's Charter, following the recommendation of the Board of Finance. Drinking Water Obligations, Project Loan and Subsidy Agreements and any other instruments, agreements or certificates under the Drinking Water Program shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or the Vice Chairman and the Treasurer or Deputy

Treasurer, and bear the District seal or a facsimile thereof. The aggregate principal amount of the Drinking Water Obligations to be issued, the dated date, final maturity, rate or rates of interest, the date, time of issue and sale and all other terms, details and particulars of such Drinking Water Obligations, subject to the provisions of the Drinking Water Program, shall be determined by the District Board, following the recommendation of the Board of Finance. Drinking Water Obligations may be secured by the full faith and credit of the District and/or by special revenues of the District pledged therefore by the District Board in accordance with Connecticut laws and the District's Charter. Each of the Drinking Water Obligations shall recite that every requirement of law relating to its issue has been duly complied with and that such obligation is within every debt and other limit prescribed by law.

Section 6. In connection with the issuance of the bonds, notes or certificates of indebtedness authorized hereunder, including Clean Water Fund Obligations and Drinking Water Obligations (collectively, the "Authorized Obligations"), the District Board is hereby authorized to approve the terms and conditions of, including necessary covenants, limitations and restrictions on the District necessary to obtain, standby bond purchase agreements, letters of credit, lines of credit, financial guaranty insurance policies, guarantees of the District or third parties, surety agreements, or any similar agreements ("Credit Facilities") with one or more financial institutions providing Credit Facilities ("Credit Facility Providers") to provide for additional security for and the purchase upon tender of the Authorized Obligations, if any, under circumstances set forth in the Indentures (defined herein). Credit Facilities shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer.

Section 7. In connection with the issuance of the Authorized Obligations, the District Board is hereby authorized to approve the terms and conditions of indentures of trust or other instruments of trust ("Indentures") with commercial banks or national banking associations with trust powers or trust companies to be appointed by the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer ("Trustees"), which provide for, among other things, the rate of rates of interest, or method of determining interest rates thereon, procedures for conducting auctions in an auction rate mode, the denominations, the tender rights of holders, if any, the rights of redemption and redemption prices, the payment of certain fees, the imposition of certain covenants, limitations and restrictions on the District necessary to issue the variable rate bonds, and the execution of various other instruments. Indentures shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer.

Section 8. In connection with the issuance of the Authorized Obligations bearing interest at variable interest rates, the District Board is hereby authorized to approve the terms and conditions of, including necessary covenants, limitations and restrictions on the District necessary to enter into, remarketing agreements, broker-dealer agreements, auction agency agreements and other agreements (the "Reoffering Agreements") with remarketing agents, investment banking firms or other financial

institutions to be appointed by the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer (“Reoffering Agents”), which provide for, among other things, the terms and conditions for reoffering the Authorized Obligations bearing interest at variable interest rates, the Reoffering Agents’ compensation and the disclosure of the District’s financial condition. Reoffering Agreements shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer.

Section 9. In connection with the issuance of the Authorized Obligations, if permitted by Connecticut laws and the District’s Charter, the District Board is hereby authorized to approve the terms and conditions of, including necessary covenants, limitations and restrictions on the District necessary to obtain an interest rate swap agreement, together with applicable annexes, schedules and confirmations thereto, contracts to manage interest rate risk, including interest rate caps, options, puts, calls or similar arrangements, or such other agreements permitted by Connecticut laws and the District’s Charter (“Swap Agreements”), with one or more counterparties to be selected by the Chairman or Vice Chairman and Treasurer or Deputy Treasurer, as Swap Provider (the “Swap Providers”), which provides for, among other things, the effective date or dates of the Swap Agreements, the rate of interest to be paid by the District to the Swap Providers on the principal amount of the bonds (which may be a fixed rate or a variable rate based on an index determined by the Chairman or Vice Chairman and Treasurer or Deputy Treasurer), the rate of interest to be received by the District from the Swap Providers (which may be a fixed rate or a variable rate based on an index determined by the Chairman or Vice Chairman and Treasurer or Deputy Treasurer), the payment of certain fees, the imposition of certain covenants, limitations and restrictions on the District and the execution of various other instruments. Swap Agreements shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer. To the extent provided by Connecticut laws, the full faith and credit of the District may be pledged to any and all payments to be made by the District with respect to the Swap Agreements, including, any termination or netting payments to be made by the District.

Section 10. The Chairman or Vice Chairman and Treasurer or Deputy Treasurer are hereby authorized, on behalf of the District, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the “MSRB”) or any other information depository, and to provide notices to the MSRB or such depository of material events as enumerated in the Securities and Exchange Commission Securities Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds, notes and certificates of indebtedness authorized by this Resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 11. The District hereby expresses its official intent pursuant to Treasury Regulations Section 1.150-2 to reimburse expenditures of not more than \$2,600,000 paid up to sixty (60) days prior to the date of passage of this Resolution

in connection with the Project with the proceeds of the Authorized Obligations. Said obligations shall be issued to reimburse such expenditures not later than eighteen (18) months after the later of the date of the expenditure or such later date the Regulations may authorize. The District hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Chairman or Vice Chairman and the Treasurer or Deputy Treasurer are each individually authorized to pay Project expenses in accordance herewith pending the issuance of the Authorized Obligations. This Section is included herein solely for purposes of compliance with Treasury Regulations Section 1.150-2 and may not be used or relied on for any other purpose.

Section 12. In connection with the issuance of the Authorized Obligations, the District Board is hereby authorized to, and if any such action shall heretofore have been taken, such action is hereby ratified and confirmed, (a) publish such notices, hold such hearings, make such representations and agreements, and take such other actions as shall be necessary to enable bond counsel to render its opinions as to the validity of the said obligations and the exclusion of the interest thereon, if applicable, from gross income for federal income tax purposes, (b) make, execute and deliver all such additional and supplemental documents, including, but not limited to any tax compliance agreements, tax certificates, tax forms, investment agreements or assignments, and (c) do and perform such acts and take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

Section 13. The District Board finds this Project a single item of capital expense not regularly recurring.

Respectfully submitted,



John S. Mirtle  
District Clerk

***On motion made by Commissioner Salemi and duly seconded,  
the report was received and resolution adopted by unanimous  
vote of those present.***

***Without objection, Commissioner Taylor made a motion to  
consider agenda items #10A "Assistant Manager of Budgeting &  
Analysis", 10B "Manager of Treasury" and 10C "Controller"  
together.***

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
AMENDMENT OF JOB SPECIFICATIONS  
ASSISTANT MANAGER OF BUDGETING AND ANALYSIS (E&E)**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to change the current Manager of Budgeting and Analysis (currently EE-18) to Assistant Manager Budgeting and Analysis (proposed EE-18). A copy of the revised specification is attached.

The Assistant Manager of Budgeting and Analysis role would be labor grade EE18 pay range from (range of \$ 136,259.35 to \$177,137.18). The current Manager of Budgeting and Analysis would be eliminated.

**Code:**  
Employee Group: E&E  
FLSA Status: Exempt  
Labor Grade: **EE-18**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:** ASSISTANT MANAGER OF BUDGETING & ANALYSIS

**JOB SUMMARY**

The purpose of this classification is to assist the Controller in the management of and responsibility for the budgeting and analysis functions for the District. This position will to perform professional level work managing the day-to-day operations acting as the head of the budgeting and analysis function for the organization division. This position is responsible for the development, implementation and management of the District's financial planning and annual operating (OPEX) and Capital Improvement Planning (CIP) budgeting processes. These plans and budgets include revenue, expenses (O&M) and capital, as well as the development determination of billing and tax rates and user fees needed to satisfy annual revenue requirements. This position is responsible for the budgeting process, as well as the on-going presents the budget to management, monitors monitoring and forecasts forecasting of funds, benchmarks benchmarking performance measures and costs of business against other like organizations, and works in conjunction with internal stakeholders on capital planning and bonding requirements. Treasury on the bonding process.

**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.

- Oversees-Manages the development of the District's Annual-annual Operating-operating and Capital-capital Budgets-budgets and rates. Works with the Controller to develop budget to actual variance reports and forecasts for management and the Board of Commissioners. Reports, tracks, and monitors key budgetary performance metrics. Monitors budget to actual variations and initiates the authorization to move budgeted funds among cost centers or budget line items.

- Develops, implements and manages the District's planning and forecasting model. Works closely with budgeting staff and all levels of senior management to ensure District financial plans and budgets achieve financial and operational objectives as outlined in the District's Strategic Plan.
- Provides direction to cost center managers and others regarding the timing, content, and objectives of the District's annual budget and forecasting process throughout the fiscal year.
- Works with the Manager of Treasury to maintain a comprehensive cash flow model for the District.
- Supports the District's other finance functions as well as all other District departments with statistical data and projections as required.
- Assists the Controller in managing any SAP financial system upgrades for the Department. Collaborates with Finance and other department staff on proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Budgeting and Analysis ~~division~~ functions and/or controls.
- Develops the Budget and Analysis division budget for review.
- Supervises, directs, mentors, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

~~Develops, tracks and communicates objectives and goals for Budget 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 other duties as assigned.~~

## SUPERVISION RECEIVED

Works under the general direction of the Director of Finance/Controller.

## MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, ~~or~~ finance, data analytics, or related business with a minimum of ~~ten-five (10)5~~ years of progressively responsible experience, including ~~three-two (32)~~ years of supervisory and/or managerial experience in accounting, finance, or ~~auditing-data analytics~~ functions for an organization with demonstrated financial modeling and budgeting experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification. ~~Practical experience is not an acceptable substitute for degree requirement.~~

## SPECIAL REQUIREMENTS

Municipal or public utility budgeting experience preferred

Master's Degree in Business Administration, Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) CPA, CMA or CFA preferred. CPA, CMA, CFA or CPFO preferred.

Driver's License Required.

## 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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**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, advisory and/or design data and information.

**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 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 very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

**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.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

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

RESOLVED: That the job specification for Assistant Manager of Budgeting and Analysis attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
AMENDMENT OF JOB SPECIFICATIONS  
MANAGER OF TREASURY (E&E)**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to update Manager of Treasury (currently EE-18) to EE-20. A copy of the proposed specification is attached.

The updated Manager of Treasury role would change the pay range from EE18 (range of \$136,259.35 to \$177,137.18) to EE20 (\$144,112.78 to \$201,757.92).

**Code:**  
Employee Group: E&E  
FLSA Exempt: Exempt  
Labor Grade: EE-20

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:           MANAGER OF TREASURY**

## JOB SUMMARY

The purpose of this classification is to manage revenue, bonding, and all cash of the District, perform professional tasks at the managerial level to develop, plan, and oversee the daily activities of the Treasury Departmentfunction, including cash and liquidity management and overall financial risk management. This position performs-is responsible for all professional work in-of management and staff under its direction managing direct cash investments, bonding, accounts receivable collections and miscellaneous billings, claims, insurance risk, 457b-plan and pension and OPEB asset allocations, OPEB and investment management, daily cash flow, employee benefit accounting, and financial accounting for Federal and or State of Connecticut grant programs, including but not limited to, CT Department of Public Health (CT DPH) and CT Department of Energy and Environmental Protection (DEEP)planning for Clean Water Projects.

## 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 the Finance Department's Treasury divisionfunction, including its objectives, policies, procedures, and operations.
- Directs and manages theOversees and supervises\_ cash and liquidity managementfunctions for the District, including \_Overseeing the management of the District's banking, Accounts accounts Receivable receivables including collections, and miscellaneous billings efforts.
- Directs and manages the debt management function for the District, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Directs and manages the debt management function for the District, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Assists inDirects and manages \_controllingcontrolling risk management activities including monitoring insurance coverage and managing insurance claims.
- Maintains supporting documentation and provides funding for the administration of employee benefits, including payments to third party administrators of pension, OPEB and workers compensation programs.
- Analyzes finance information on activity effectiveness and efficiency, determines operating policies and approves operating procedures. Prepares orReviews and \_approves reports for submission to executive management.
- Reviews and either recommends or declines proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Treasury division functions.
- DDevelops, coordinates and reviews the Treasury functiondivision budget with the appropriate division staff.

- ~~Manages the creation of~~ ~~Creates annual~~ comprehensive investor relations strategies and presentations ~~as required.~~
- Supervises, directs, mentors, and evaluates assigned assistant managers and/or staff of the Treasury ~~division~~function, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- ~~May perform other duties as assigned.~~

## SUPERVISION RECEIVED

Works under the general ~~supervision~~direction of the Director of Finance/~~Chief Financial Officer~~.

## MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance or business administration with a minimum of ten (10) years of ~~progressively responsible~~ experience in accounting, financial management, or related area including ~~three-five~~ (35) years of 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~~practical experience is not an acceptable substitute for degree requirement.

## SPECIAL REQUIREMENTS

~~Must be a Certified Finance~~ Professional.

Master's Degree in Business Administration, ~~Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO)~~ preferred.

Driver's License Required

## 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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**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, advisory and/or design data and information.

**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 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:** 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.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

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 Treasury attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
AMENDMENT OF JOB SPECIFICATIONS  
CONTROLLER (E&E)**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to update the Controller (currently EE-18) to EE-20. A copy of the proposed specification is attached.

The updated Controller role would change the pay range from EE18 (range of \$ 136,259.35 to \$177,137.18) to EE20 (\$144,112.78 to \$201,757.92).

**Code:**

**Employee Group: E&E**

**FLSA Status: Exempt**

**Labor Grade: EE-20**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: CONTROLLER**

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**JOB SUMMARY**

The purpose of this classification is to manage both the financial control and budgeting functions for the District. This position will perform professional level work overseeing the management of and responsibility for Financial Controls functions including: budgeting and analysis, capital improvement planning, District ledger accounting, accounts payable, procurement, payroll, financial reporting and analysis, cost accounting, grant management, strategic financial planning and continuous process improvements, and annual audit submissions. Additionally, this position is Acts as the District's leader Subject Matter Expert (SME) in comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) accounting standards, and must ensure that the organization is— following all relevant accounting principles and standards. This position is responsible will perform professional level work overseeing— the management of and responsibility for the development and , implementation and management of the District's financial planning and for the annual O—operating (OPEX) and Capital Improvement Plan (CIP)CIP budgeting processes. These plans and budgets include revenue, expenses (O&M) and capital, as well as the determination of billing and tax rates and user fees needed to satisfy the District's revenue requirements. This position presents the budget to executive management, monitors and forecasts funds throughout the fiscal year, benchmarks performance measures and costs of business against other organizations, and works in conjunction with the Treasury division on function on the bonding process.

**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 and —and coordinates all themanages the Finance Department's Controller division Financial Controls and Budgeting functions, including its objectives, policies, procedures, and operations.
- Directs and manages District accounting and budgeting functions for the District including through the planning and implementation of goals and objectives for the areas of general accounting, payroll, all accounts payable activities, internal financial controls monitoring, budgeting, and internal and external financial reporting.

- Manages the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated operating expense funds and capital improvement funds results. Identifies, implements and maintains proper accounting treatment for the District's transactions in accordance with GAAP and Government Accounting Standards. Responsible for evaluating, implementing and maintaining the accounting and internal control system.
- ~~Coordinates~~ Manages and approves the preparation ~~prepared of~~ internal and external fund financial statements for issuance on a monthly, quarterly and annual basis which allows proper monitoring of financial performance. Responsible for the review and assessing ~~assessment of current~~ accounting operations, ~~offering~~ recommendations for improvement, and the implementation of new processes.
- ~~Coordinates~~ Manages the annual audit requirements on behalf of the District. Reviews- documentation and submittals, ensures analyses are complete and documentation is in order prior to submission. the activities of the external auditors Responsible for the delivery of the Annual Comprehensive Financial Report including the Management Discussion and Analysis (MD&A) for the Finance Director/Chief Financial Officer's approval.
- ~~Provides statistical analysis and projections.~~ Analyzes finance information on activity effectiveness and efficiency, determines operating policies and approves operating procedures. Reviews and approves reports for submission to executive management.
- ~~Develops, maintains and reports on key performance indicators which highlight the financial control function performance. Makes recommendations for improving operational efficiency and control.~~
- ~~Performs other duties as required.~~
- Develops, implements and manages the District's planning and forecasting model. Provides statistical analysis and projections as required.
- Works closely with senior management to ensure District financial plans and budgets achieve financial and operational objectives as outlined in the District's Strategic Plan.
- Provides direction to District Managers and Directors, to cost center managers and others regarding the timing, content, and objectives of the District's annual budgeting and forecasting ~~forecasting~~ processes.
- Works with Manager of Treasury to maintain an accurate and comprehensive cash flow model for the District.
- ~~Provides statistical analysis and projections.~~
- Manages any SAP financial system upgrades for the Department. Reviews and either recommends or declines proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Controller ~~division~~ functions.
- Develops, coordinates and reviews the Financial Controls and Budgeting functions ~~Controller division~~ budgets with the appropriate ~~division~~ staff.
- Supervises, directs, mentors, and evaluates assigned ~~assistant managers and/or staff of the~~ Financial Controls and Budgeting staff ~~Controller division~~, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

## SUPERVISION RECEIVED

Works under the general direction of the Director of Finance/Chief Financial Officer.

## MINIMUM QUALIFICATIONS

Bachelor's degree in accounting with a minimum of ten (10) years of progressively responsible experience, including ~~three-five (3-5)~~ years of supervisory and/or managerial experience in accounting, finance, and auditing functions for an organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification. ~~Practical experience is not an acceptable substitute for degree requirement.~~

~~Preferred Qualifications: Public accounting experience and/or Master's in Accounting. Governmental accounting experience with prior work experience in a state, municipality, or utility. Acceptable candidate has working knowledge and understanding of GASB rules along with principles of fund accounting and cost accounting. Enterprise Resource Planning (ERP) System experience a plus with SAP experience and skills preferred. Relevant education, experience, skills, managerial/supervisory ability, and performance aptitudes as reflected in the position's job specification.~~

~~The MDC seeks to enhance the diversity of its workforce. People of color, women, veterans and persons with disabilities are strongly encouraged to apply. The selected candidate will undergo an internal background check.~~

## SPECIAL REQUIREMENTS

~~Certified Public Accountant is preferred.~~

~~Public Accounting and/or Governmental Accounting experience with prior work experience in a Municipality or Public Utility preferred.~~

~~Master's Degree in Accounting Business Administration, and Certified Public Accountant (CPA). Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) CMA or CFA preferred.~~

Driver's License Required.

## 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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**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, advisory and/or design data and information.

**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 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 very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

**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.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

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

RESOLVED: That the Job Specification for Controller attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

***On motion made by Commissioner Currey and duly seconded, the reports for agenda items #10A "Assistant Manager of Budgeting & Analysis", 10B "Manager of Treasury" and 10C "Controller", were received and resolutions adopted by unanimous vote of those present.***

***Without objection, Commissioner Taylor made a motion to consider agenda items #11A "Assistant Manager of Treasury", 11B "Assistant Controller" and 11C "Human Resources Program Manager" together.***

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
NEW JOB SPECIFICATIONS  
ASSISTANT MANAGER OF TREASURY (E&E)-**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to include an Assistant Manager of Treasury (proposed EE-18). A copy of the proposed specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The new Assistant Manager of Treasury role would be labor grade EE18 pay range from (range of \$ 136,259.35 to \$177,137.18).

**Employee Group: E&E  
FLSA Exempt: Exempt  
Labor Grade: EE-18**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE: ASSISTANT MANAGER OF TREASURY</b>
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**JOB SUMMARY**

The purpose of this classification is to assist the Manager of Treasury in the management of and responsibility for the treasury functions for the District. This position will perform professional level work supervising the day to day operations of the treasury functions including cash and liquidity management and financial risk management. Specifically, responsibilities include daily cash flow, debt management and bonding, claims administration, insurance risk management, and financial accounting for Federal and or State of Connecticut grant programs, including but not limited to, CT Department of Public Health (CT DPH) and CT Department of Energy and Environmental Protection (DEEP).

**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.**

- Implements and coordinates the Treasury functions' s day-to-day operations based on Finance department objectives, policies, and procedures.
- Manages bank relationships and administration including bank transactions, daily cash flow and liquidity
- Manages the debt for the Treasury function, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Assists in controlling risk management activities and administration including monitoring insurance coverage and managing insurance claims.
- Maintains supporting documentation and provides funding for the administration of employee benefits, including payments to third party administrators of pension, OPEB and workers compensation programs.

- Analyzes relevant information and key metrics on activity effectiveness and efficiency, reviews operating policies and procedures for opportunities for continuous business process improvement recommendations. Develops reports for submission to management.
- Actively engages in business process improvement projects for SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Treasury functions.
- Develops, coordinates and reviews the Treasury functions budget with the appropriate division staff.
- Together with the Manager of Treasury, develops and coordinates the annual comprehensive investor relations strategies and presentations.
- Supervises, directs, and evaluates assigned staff of the Treasury Department, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Treasury.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting, finance or business administration with a minimum of five (5) years of progressively responsible experience in accounting, financial management, or related area including three (3) years of 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**

Master's Degree in Business Administration, Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) preferred.

Driver's License Required.

### **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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**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, advisory and/or design data and information.

**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 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:** 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.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

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

RESOLVED: That the Job Specification for Assistant Manager of Treasury attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
AMENDMENT OF JOB SPECIFICATIONS  
ASSISTANT CONTROLLER (E&E)**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to include an Assistant Controller (proposed EE-18). A copy of the proposed specification is attached.

The new Assistant Controller role would be labor grade EE18 pay range from (range of \$ 136,259.35 to \$177,137.18).

**Employee Group: E&E**

**FLSA Status: Exempt**

**Labor Grade: EE-18**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: ASSISTANT CONTROLLER**

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**JOB SUMMARY**

The purpose of this classification is to assist the Controller in the management of and responsibility for the financial control functions for the District. This position will perform professional level work supervising the day to day operations of the Financial Controls functions including: accounting, accounts payable, payroll, financial reporting and analysis, cost accounting, financial planning and continuous process improvements and coordination of the annual audit submissions. This position requires comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) accounting standards, in order to ensure processes and procedures are followed in accordance with all relevant accounting principles and standards.

**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.

- Implements and coordinates the day-to day operations of Financial Controls based on Finance Department objectives, policies, and procedures.
- Manages workload for the function including general accounting, payroll, and accounts payable activities. Review and approve day-to-day workload transactions including but not limited to: invoices, journal entries, and financial control approvals within designated thresholds.
- Coordinates and provides analysis of the accumulation and consolidation of financial data necessary for an accurate accounting of consolidated operating expense funds and capital improvement funds results. Maintains proper accounting treatment for the District's transactions in accordance with GAAP and Government Accounting Standards.

- Coordinates the preparation of internal and external fund financial statements for issuance on a monthly, quarterly and annual basis which allows proper monitoring of financial performance. Responsible for assessing current accounting operations, offering recommendations for improvement, and the implementation of new processes.
- Coordinates the activities of the external auditors and manages any financial system upgrades for the District. Responsible for evaluating, implementing and maintaining the accounting and internal control system.
- Develops, maintains, and reports on key performance indicators which highlight the financial control function performance. Makes recommendations for improving operational efficiency and control.
  - Assists the Controller in managing any SAP financial system upgrades for the function. Collaborates with Finance and other department staff on proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Controller functions and/or controls.
  - Develops the Financial Controls budget for review.
  - Supervises, directs, mentors, and evaluates assigned staff within the Financial Controls, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

### **SUPERVISION RECEIVED**

Works under the general direction of the Director of Finance/Chief Financial Officer or Controller.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting with a minimum of five (5) years of progressively responsible experience, including two (2) years of supervisory and/or managerial experience in accounting, finance, and/or auditing functions for an organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

### **SPECIAL REQUIREMENTS**

Public Accounting and/or Governmental Accounting experience with prior work experience in a Municipality or Public Utility preferred.

Master's Degree in Accounting and Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) preferred

Driver's License Required.

## 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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**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, advisory and/or design data and information.

**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 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 very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

**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.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

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

RESOLVED: That the job specification for Assistant Controller attached here to be adopted.

Respectfully Submitted,

  
John S. Mirtle  
District Clerk

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
AMENDMENT OF JOB SPECIFICATIONS  
HUMAN RESOURCES PROGRAM MANAGER (E&E)**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to include a Human Resources Program Manager (proposed EE-15). A copy of the proposed specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The new Human Resources Program Manager role would be labor grade EE15 pay range from (range of \$ 117,788.50 to \$153,125.06).

**Employee Group: E&E  
FLSA Status: Exempt  
Labor Grade: EE-15**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>HUMAN RESOURCES PROGRAM MANAGER</b>
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**JOB SUMMARY**

The purpose of this classification is to perform lead professional level Human Resources work that may span across a range of human resources functions. Work may involve overseeing, planning and coordinating various human resources programs, which may involve employee benefits, recruitment, selection, job classification, compensation, organizational effectiveness, regulatory compliance, performance evaluation, payroll interaction, safety, worker's compensation, risk management, drug-free workplace, training/development, or other human resources issues. Duties include managing, coordinating, preparing, analyzing, implementing and auditing various human resources programs to support the proper functioning of programs. Helps support data integrity efforts to support maintenance of accurate Human Resources records. Ensures compliance with Union Contracts, District Policies as well as all applicable Federal and State employment laws.

**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 District benefits program and all benefit compliance reporting requirements including ACA, Non-discrimination testing, etc. Conducts District benefit audits to ensure appropriate coverage levels between the District and insurance carriers. Coordinates and prepares reports and submits reports in compliance with requirements. Participates in regular meetings with insurance carriers and other vendors to ensure benefit plans are running appropriately and work through issues as necessary.

- Manages and maintains District benefits and benefit systems for both active employee as well as retiree populations. Monitor program/benefits and identifies potential issues and implements corrective action as necessary. Works with providers and participants to resolves more complex and difficult issues that arise. Manages, coordinates and processes annual open enrollment and benefit plan changes. Makes recommendations for the changes to benefit programs as well as implementation of a variety of employee wellness programs. Provides feedback related to services provided by outside providers and the effectiveness and cost benefits of such programs. Assists in coordinating marketing efforts regarding benefits. Champion District wellness efforts to increase awareness of health/wellness benefits.
- Participates in recruitment and selection process working with District Departments to meet hiring needs. Adhere to applicable local, state and federal labor regulations and civil rights laws, and District policies and procedures and applicable collective bargaining agreements. Manages the Human Resources onboarding process, conducts new hire orientations and ensures applicable training is provided to new hires.
- Coordinates, implements and administers District programs including various Intern programs. Manages and leads the entire life cycle of HR programs including planning, execution and evaluation. May hire and train new staff or assist management with this process.
- Manages daily aspects of the department and its staff, including temporary workers to ensure projects are completed and goals are met.
- Confers with staff from other departments regarding Human Resources issues and provides guidance and assistance to resolve issues before they escalate.
- Establishes effective working relationships with District staff and other constituents to support project objectives and programs.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

### **SUPERVISION RECEIVED**

Works under the general direction of the Director of Human Resources or designee.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in human resources, public administration, industrial relations, or a closely related field; supplemented by a minimum of seven (7) 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 classification.

### **SPECIAL REQUIREMENTS**

Driver's License Required.

**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 require the ability to exert light physical effort in a sedentary to light work environment, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

**Sensory Requirements:** Some tasks require the ability to communicate orally and in writing. Some tasks require the ability to perceive and discriminate visual cues or signals.

**Environmental Factors:** Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

*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.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

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 Program Manager attached hereto be adopted.

Respectfully Submitted,

  
John S. Mirtle  
District Clerk

***On motion made by Commissioner Taylor and duly seconded, the reports for agenda items#11A “Assistant Manager of Treasury”, 11B “Assistant Controller” and 11C “Human Resources Program Manager”, were received and resolutions adopted by unanimous vote of those present.***

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

No requests were made.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 5:45 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

\_\_\_\_\_  
Date of Approval