

## Minutes

Meeting of the Job Evaluation Committee - October 6, 2021

### SUBJECT TO APPROVAL

**Present:** Vince Dussich, Chairman; Robert Xeller, Peter Thomas  
Debra Milardo, Director of Human Resources; Paula Carabetta, Manager of Human Resources, Erin Mannix, Town Planner

**Call to Order:** The meeting was called to order at 9:00 a.m.

**Public Comments:** No members of the public were present

**New Business:** Proposed inclusion into the Classified Plan the job description for an Environmental Planner, Land Use, Grade 12, 35.5 hours per week. Chairman Dussich questioned the minimum requirements of the position which allow for experience and education to be substituted in a variety of ways beyond a Bachelor's Degree and five (5) years of experience. Director Milardo advised the Committee that all of the Town jobs allow for substitutions to be considered and gave the example of a person having 20 years of experience in the field would meet the technical requirements of the job. Director Mannix gave another example that while the position states a Bachelor's Degree and five (5) years, a Master's Degree and three (3) years may be considered as meeting minimum requirements. Mr. Xeller emphasized that in the current economy where there is a labor shortage, having flexibility is extremely important to an employer. Mr. Xeller asked is there was a sliding scale that would be applied if someone had less qualifications than a Bachelor's Degree. Director Milardo explained that the Salary Grades used by the Town have five (5) steps. Normally the Town looks to hire no greater than mid-range but may go up or down depending upon the experience of the candidate.

Mr. Thomas questioned if this position would be involved with remediation projects such as Brownfields or Coastal Resiliency. Ms. Mannix explained that the position would not necessarily have a role in remediation projects as the jurisdiction for those normally falls under the State of Connecticut and resides within the Department of Public Works with the Town Engineer. In terms of Coastal Resiliency, Ms. Mannix pointed out that the position works with the Town Planner to develop local environmental plans and programs and also makes recommendations on updating regulations within the Plan of Conservation. Mr. Thomas asked how the Town ensures that our salary scales remain competitive within the market. Director Milardo responded that a cost of living increase has been a normal practice during her tenure with the Town and that CPI is usually considered. Ms. Milardo also stated that we benchmark certain positions to ensure that we remain competitive within the marketplace with similar and slightly larger mid-size municipalities. A motion to approve the job description and salary grade was made by Chairman Dussich, seconded by Peter Thomas. The motion passed unanimously.

**Old Business:** None

**Other:**  
None

**Adjournment:**  
There being no further discussion a motion to adjourn was made by Robert Xeller, seconded by Peter Thomas. The motion was approved and the meeting adjourned at 9:20 a.m.