



City of Bristol
BRISTOL, CONNECTICUT 06010

SPECIAL MEETING NOTICE

A Special meeting of the Salary Committee will be held on Tuesday, March 9, 2021 at 6:15 p.m. in the 1st Floor Meeting Room, City Hall.

AGENDA

1. Call to order.
2. To review the February 17, 2021 regular meeting minutes.
3. To consider a request by the Chief Information Officer to move the position of Library Computer Lab Supervisor under the Citywide IT department umbrella with a new salary code and a new title of Library Technical Support Specialist.
4. New business.
5. Old business.
6. To adjourn.

Per order Mary B. Fortier, Chairperson
DATED this 8th day of March, 2021

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/97006207793?pwd=cEEwL0pBSDh6aVBjVIRrSWZaa0R5QT09>

Meeting ID: 970 0620 7793

Passcode: 123456

One tap mobile

+13126266799,,97006207793# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

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+1 346 248 7799 US (Houston)

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Meeting ID: 970 0620 7793

Find your local number: <https://bristolct-gov.zoom.us/j/97006207793>

Salary Committee
REGULAR MEETING MINUTES
Wednesday, February 17, 2021
1st Floor Meeting Room, City Hall

Present: Councilmembers Mary Fortier, Scott Rosado, Peter Kelley
Staff: Mark Penney and Linda Milia
Absent: Mayor Zoppo-Sassu

1. CALL TO ORDER.

The regular meeting of the Salary Committee was called to order by Chairperson Fortier at 5:15 p.m.

2. NOVEMBER 18, 2020 REGULAR MEETING MINUTES.

On motion of Councilman Rosado and seconded by Councilman Kelley, it was voted to place the November 18, 2020 regular meeting minutes on file.

3. REQUEST TO CONSIDER A REQUEST BY THE SUPERINTENDENT OF PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES TO INCREASE THE RATE OF PAY FOR THE POSITION OF PART-TIME/SEASONAL CERTIFIED NURSE.

Superintendent Medeiros stated that the City was not successful in hiring certified nurses at the established rate of \$26.90 per hour. After consultation with staff at the Bristol Burlington Health District, a rate of \$50-\$60 per hour was determined to be appropriate for the position.

On motion of Councilman Rosado and seconded, it was unanimously voted to recommend to City Council to approve a pay range of \$50-\$60 per hour for the position of part-time/seasonal nurse effective immediately.

4. REQUEST TO CONSIDER A REQUEST BY THE SUPERINTENDENT OF PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES TO CREATE A PART-TIME/SEASONAL POSITION OF PARK AMBASSADOR.

Superintendent Medeiros stated that the position is intended to assist with/resolve a variety of issues that may occur involving visitors to the City of Bristol park system.

On motion of Councilman Rosado and seconded, it was unanimously voted to recommend to City Council to approve a new part-time/seasonal position of Park Ambassador at the pay rate of \$25 per hour effective immediately.

5. REQUEST TO CONSIDER A REQUEST BY THE SUPERINTENDENT OF PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES TO CREATE A FULL-TIME POSITION OF ARTS AND CULTURE SUPERVISOR.

Superintendent Medeiros discussed the City's goals for the position and the importance to have staff in place.

On motion of Councilman Rosado and seconded, it was unanimously voted to recommend to City Council to approve a new non-bargaining position of Arts and Culture Supervisor with a salary range of \$61,003 - \$80,650 effective immediately.

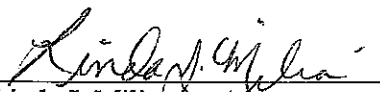
6. NEW BUSINESS – None

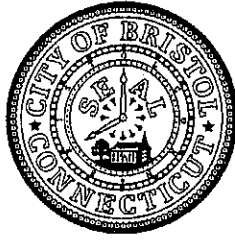
7. OLD BUSINESS – None

8. TO ADJOURN

At 5:45 p.m., on motion of Councilman Kelley and seconded, it was unanimously voted to adjourn.

ATTEST:


Linda J. Milia
Recording Secretary



**CITY OF BRISTOL
SALARY COMMITTEE AGENDA REQUEST FORM**

To: Salary Committee
From: Scott Smith
(Requesting Department Head)
Date: 3/4/2021
(Submission Date)
For the 3/9/2021
(Date of Salary Committee Meeting)

ACTION REQUESTED: (ex. job creation/revision/elimination/upgrade/title change; change to Personnel Policies & Procedures; department reorganization; changes to salary schedules for seasonal and non-bargaining employees)

Change position and upgrade

BRIEF BACKGROUND/HISTORY TO SUPPORT REQUEST:

please see attached memo.

(Relevant attachments such as a department overview, budget/salary worksheets, proposed job descriptions, bulleted lists etc., as may be informative, should accompany this request)

FINANCIAL IMPACT (actual or estimated \$, or none: \$ 16,405/year)

EFFECTIVE DATE OF ACTION: 3/10/21


Regular meetings of the Salary Committee are held on the third Wednesday of each month at 5:15 p.m. in the 1st Floor Meeting Room.

City of Bristol
Information Technology Department

MEMORANDUM

Date: March 4, 2021

To: Salary Committee

From: Scott Smith, Chief Information Officer 

Re: Change in Position

The Library has a Computer Lab Supervisor position and I am requesting that position be eliminated and a new position under the Information technology Department be created. The new position would be named Library Technical Support Specialist. Over the years, the Computer lab Supervisor position has changed from handling the lab, teaching classes and helping staff to performing all of the IT related support functions for both the staff and patrons at both libraries. I feel that this position needs to be brought into the Information Technology Department since the job functions more align with the technical staff that we already have.

Currently, the Computer Lab position is in local 233 at a code 7, which is very low for an IT tech position. I am requesting that it be brought in line with the City's Technical Support Specialists since the position performs the same duties. The City Technical Support Specialist position is a code 11 in local 233. Using the current step 1 for each position, the financial impact of changing the position is an additional \$16,405 per year. I know this seems like a big increase, but I believe if it isn't at the same code as the existing techs, it will be hard to keep people in that position once they gain technical experience.

I have provided a job description for your review. Please let me know if you have any questions.

City of Bristol, CT

Job Description

Job Title: Library Technical Support Specialist

Department(s): Information Technology

Code: 11

FLSA Status: Non-Exempt

Prepared: March, 2021

Summary: This position will be primarily assigned to the Bristol Public Library and Manross Branch Library, but may assist with other technical support for other City departments as needed. Investigates and resolves software, hardware, and network problems of computer users by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Answers, evaluates, and prioritizes incoming telephone, voice mail, e-mail, and in-person requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies; Assists library users and staff on public computer equipment and software, public access catalog, the Internet and various databases. Schedules public use of the computers in the Computer Lab; provides training and classes to the library users in various computer software applications and related topics; handles problem recognition, research, isolation, resolution and follow-up for routine user problems, referring more complex problems to Network Manager or other technology staff; Trains library staff in the use of new equipment and software as needed. Performs basic troubleshooting for public users and staff; logs and tracks calls using problem management database, and maintains history records and related problem documentation; Maintains record of daily use; Ensures library and city policies and procedures for the use of computer equipment are followed. Assists with maintenance of the Library's website. Develops forms for recording use, analyzes use patterns and recommends changes needed; installs personal computers, software, and peripheral equipment.

*Must be able to work a varied work schedule to accommodate departmental needs.

Supervisory Responsibilities This job has no supervisory responsibilities.

Education High school diploma (or GED). Associates Degree preferred

Experience At least 2 years of relevant experience is required. Education in lieu of experience may be substituted. Experience with public library operations and software is preferred.

Certifications, Licenses, Registrations A+ Certification preferred. Driver's license required.

Computer Skills: To perform this job successfully, an individual should have expert knowledge of the following: Database software, Internet software, Spreadsheet software, Word Processing software; and of all Windows Operating systems.

Supervised By: This position is supervised by the Chief Information Officer, but takes daily direction from Library Director.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; stoop, kneel, crouch, or crawl; climb or balance and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor or office environment. The employee is occasionally exposed to risk of electrical shock.