



City of Bristol
BRISTOL, CONNECTICUT 06010

MEETING NOTICE

The regular meeting of the Salary Committee will be held on Wednesday, October 21, 2020 at 5:15 p.m. in the 1st Floor Meeting Room, City Hall.

AGENDA

1. Call to order.
2. To review the August 19, 2020 regular meeting minutes.
3. To consider a request from the Comptroller to create a position of Payroll and Benefits Supervisor (Local #233, Salary Code 12), effective November 14, 2020.
4. New business.
5. Old business.
6. To adjourn.

Per order Mary B. Fortier, Chairperson
DATED this 20th day of October, 2020

Salary Committee
REGULAR MEETING MINUTES
Wednesday, August 19, 2020
1st Floor Meeting Room, City Hall

Present: Councilmembers Mary Fortier, Scott Rosado, Peter Kelley, Mayor Ellen Zoppo-Sassu
Staff: Linda Milia

1. CALL TO ORDER.

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

2. MAY 20, 2020 REGULAR MEETING MINUTES.

On motion of Councilman Rosado and seconded by Chairperson Fortier, it was voted to place the April 8, 2020 special meeting minutes on file.

3. JULY 14, 2020 SPECIAL MEETING MINUTES.

On motion of Councilman Rosado and seconded by Chairperson Fortier, it was voted to place the April 8, 2020 special meeting minutes on file.

4. REQUEST TO UPGRADE THE POSITION OF EXECUTIVE DIRECTOR – DEPARTMENT OF AGING.

Mayor Zoppo-Sassu stated that the requested upgrade is in recognition of the responsibilities of the position; and for equity purposes as the position is the only department head position within the BPSA bargaining unit that is lower than Salary Level 10.

On motion of Councilman Rosado and seconded by Councilman Kelley, it was voted to recommend to City Council to upgrade the position of Executive Director – Department of Aging from Salary Level 9 to Salary Level 10 within the BPSA bargaining unit, effective July 1, 2020.

5. REQUEST TO UPGRADE THE POSITION OF SENIOR COORDINATOR IN THE DEPARTMENT OF AGING.

Patricia Tomascak, Executive Director-Department of Aging, noted several reasons to support the requested upgrade, including the education requirement and how the responsibilities of the position have expanded, and will continue to expand.

On motion of Councilman Rosado and seconded by Councilman Kelley, it was voted to recommend to City Council to upgrade the position of Senior Coordinator from Salary Code 6 to Salary Code 8 within the Local #233 bargaining unit, effective October 1, 2020.

6. REQUEST TO CHANGE THE TITLE, JOB DESCRIPTION AND SALARY CODE OF THE STAFF ASSISTANT IN THE DEPARTMENT OF AGING.

Patricia Tomascak, Executive Director-Department of Aging noted that a rewrite of the job description and upgrade based on the volume of work was appropriate at this time.

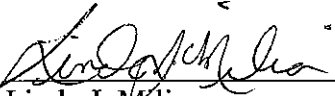
On motion of Councilman Rosado and seconded by Councilman Kelley, it was voted to recommend to City Council to change the position of Staff Assistant to an Administrative Assistant at Salary Code 5 within the Local #233 bargaining unit, effective October 1, 2020.

7. NEW BUSINESS – There was a brief discussion regarding the City's desire to compress some of the administrative job titles within Local #233. Chairperson Fortier stated that she will contact the Union to discuss.

8. OLD BUSINESS – None

9. TO ADJOURN

At 5:35 p.m., on motion of Chairperson Fortier and seconded, it was unanimously voted to adjourn.

ATTEST: 
Linda J. Milia
Recording Secretary

DRAFT



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

To: Salary Committee

From: Diane Waldron, Comptr
(Requesting Department Head)

Date: 10/20/2020
(Submission Date)

For the 10/21/2020
(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)

Creation of new Payroll and Benefits Supervisor with new job description and expanded duties. Current Payroll and Pension Supervisor position will be eliminated in transition. A degree requirement combined with experience is required.

BRIEF BACKGROUND/HISTORY TO SUPPORT REQUEST:

Approval of this position is the first step of a proposed full reorganization of the Comptroller's Office to better align various positions and responsibilities. The knowledge and skill level required to perform these job functions effectively is lacking in the current job description. Ideally this position requires critical thinking, analytical, spreadsheet and strong supervisory skills as well as effective interpersonal communications. Oversight of the Benefits Specialist will provide for enhanced coordination with payroll critical to the payroll processing function. Supervision of the pension payroll process will provide another layer of controls and oversight currently lacking.

(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: \$ \$9,575)

EFFECTIVE DATE OF ACTION: 11/10/2020

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, CT Job Description

Job Title: Payroll and Benefits Supervisor

Department(s): Comptroller

Code: 12

FLSA Status: Non-Exempt

Prepared: October, 2020

Summary Supervises and coordinates activities of employees engaged in processing City payroll, pension payroll and employee benefits, by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Responsible for review, update and maintenance of personnel and payroll data, and records of employees on payroll, including updates of changes to pay rates and related data in payroll register or computer files.
- Verifies computations of pay according to City policies and bargaining unit agreements.
- Supervises and assists in the preparation of payroll; including some payroll related processing functions for the Board of Education and Bristol Burlington Health District, as required.
- Responsible for the processing of payroll.
- Reviews payroll to ensure accuracy and responds to employee inquiries.
- Reviews various Federal and State reports, tax forms and deposits prepared by other staff.
- Researches and implements new laws and regulations and incorporates changes into payroll process prior to their effective dates.
- Answers employee questions regarding payroll matters.
- Reviews and approves payroll deductions such as garnishments.
- Acts as liaison between Payroll and MIS divisions to ensure accurate implementation of payroll system requirements, revisions, and recommendations; coordinates training for payroll staff.
- Responsible for the programmatic design and implementation of computer functions that improve automated aspects of payroll processing.
- Works with Human Resources for various payroll related situations and interpretation of bargaining agreements.
- Supervises the printing of payroll checks, direct deposit advices and vendor disbursements.
- Processes workers compensation claims payments.
- Prepares W-2s and assists in preparing 1095's for all employees annually.
- Trains city staff regarding payroll functions as required.
- Provides data for preparation of annual actuarial evaluations for pension funds.
- Prepares special payroll, pension and other related reports as assigned.
- Supervises and coordinates work with Benefits Specialist as necessary.
- Coordinates employee requests for retirement and refunds of contributions for terminated employees.
- Answers questions and explains pension programs to employees and dependents.
- Supervises and coordinates bi-weekly and monthly pension payroll.
- Performs related duties as assigned.

Supervisory Responsibilities: This position may function as a working supervisor in the capacity of training and providing guidance to the Payroll Clerk and Benefits Specialist as well as the pension payroll processing functions.

Education/Experience: Bachelor's Degree in Accounting or related field with minimum two years of experience in payroll related functions; or an Associate's Degree in Accounting or related field with four years of experience in payroll related functions. Experience with interpretation and application of municipal bargaining agreements, and employee benefits, is desired.

Knowledge, Skills and Abilities: Considerable knowledge of payroll processing and payroll auditing principles and procedures. Excellent interpersonal and analytical skills required.

Computer Skills: To perform this job successfully, an individual should have expert knowledge of Financial Management, Human Resource and Payroll Information systems; intermediate knowledge of Word Processing and Spreadsheet software;; and basic knowledge of Presentation software.

Supervised By: This position is supervised by the Assistant Comptroller.

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 and reach with hands and arms. The employee must occasionally lift and/or move up to 10 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.

DRAFT