



MINUTES OF THE CITY OF NEW LONDON  
PERSONNEL BOARD MEETING  
HELD JUNE 10, 2008

The meeting was called to order by Chairman Macrino at 4:42 p.m. with himself and members Gillis, and Willoughby in attendance, as well as Personnel Coordinator Welch. Mr. deVars and Mr. McCredie were unable to attend.

The minutes of the Personnel Board Meeting held May 12, 2008 were reviewed. It was recommended that they be corrected to indicate that the Administrative Assistant II, Police should actually read Administrative Assistant to Police. A motion was made by Ms. Gillis, seconded by Ms. Willoughby, that the minutes of the Personnel Board meeting of May 12, 2008 be approved as corrected. Vote on the motion: Unanimous.

Citizen Participation: No public attended the meeting.

Communications:

It was noted that the Police Department Secretary vacancy was the vacancy in the Detective Division as the Department had rejected the Certified List that contained only two names in favor of a new list that would contain a full listing of three names.

It was requested that Personnel place an asterisk next to any positions listed that are not actually in the testing process, to delineate them from those that are. An explanation detailing why a position is not being filled can follow.

Action Agenda:

Approval of Revised Job Descriptions:

The Personnel Coordinator distributed a Union Agreement regarding the revised job descriptions and each position was discussed at length along with the protections built into the Agreement for the employees that had been re-classified. Although the Board understood the reasoning behind changes made to the job descriptions, Ms. Willoughby expressed her displeasure that the matters of disagreement had not been brought before the Board, prior to arriving at a union agreement.

Primary disagreement with the job changes were the title changes made to the three *Administrative Assistant* positions that had been reclassified to a Grade Level 14. The fact that the positions share major job functions was discussed, along with the fact that each also performed work of a nature specific to their Department or Division. It was agreed that the titles would be standardized, and the Board recommended that they be

changed to: *Assistant to the Building Official, Assistant to the Fire Chief and Assistant to the Police Chief.*

It was agreed that the job description for the position of *Accounting Technician* will be drafted and reviewed by the Board again at a time in the future when it is funded by Council.

For the position of *Police Records Clerk*, it was requested that Personnel investigate whether a specific record-check duty is currently still performed. If not, it will be removed from the job description.

It was decided that all other job descriptions will be reviewed for wording changes over the next six months. These job descriptions have been packaged in accordance with the general testing requirements that they share, and so one package will be reviewed each month.

Approval of Public Works Classification Plan:

A motion was made by Mrs. Willoughby, seconded by Ms. Gillis, to approve the Classification System dated 6-08 as presented, with the understanding that the Board will review all of the job descriptions over the next six months.

After a short discussion, the motion was amended to ensure an understanding that the review is for the wording of each area of the job description, and not a classification review.

The new motion made by Mrs. Willoughby and seconded by Ms. Gillis was to approve the Classification System dated 6-08 as presented, with the understanding that the Board will review the wording in all of the job descriptions over the next six months. Vote on the motion: Unanimous.

There being no further business to come before the Board, a motion was made by Ms. Gillis, seconded by Mrs. Willoughby and voted unanimously to adjourn at 5:36 p.m.

Respectfully submitted,

Bernadette M. Welch  
Personnel Coordinator