

Personnel Committee  
November 23, 2020

Present:  
Committee  
Charles Stango, Chair  
Ann Sweeney  
Juanita Hernandez  
Liz Brown

Dr. Ruffin  
Juan Mendoza  
Tara Shaw

Meeting called to order by Chairmen Charles Stango at 5:30 PM

Motion to add items:

3. Discussion: Proposed Asst. Superintendent for Talent Management
4. Discussion: Proposed Legal Assistant or Legal Executive Secretary
5. Discussion: Proposed Contract Manager (no job description yet)

Motion by Ann Sweeney 2nd by Liz Brown  
Yeas 4 Nays 0 Abstentions 0  
Motion passes.

Item 1. Job specifications for the position of Family Community Engagement Manager (Formally Education Liaison to Government, Business and Community).

Under discussion:

Major rework of previous job description. Very detailed description of duties and expectations. Dr. Ruffin explained that the person in the position is not expected to perform every duty, but is expected to ensure they are all performed by appropriate staff.

Salary range is \$60,000 - \$80,000

Position is grant funded and is filled by the Supt. Does not require BOE approval.

Item 2. Job Specifications for the position of Chief Turnaround Officer

Under discussion.

Revised and updated job description reflects the needs of the current multiple turnaround and focus schools in the district.

Salary range is-\$120,000 - 160,000

Position is grant funded and is filled by the Supt. Does not require BOE approval.

Item 3. Assistant Superintendent for Talent Management-

Current Assistant Supt position is vacant. Duties defined for assigning that position to Talent Management. This is the initial draft; Dr. Ruffin will continue to refine and revisit. This draft better defines duties and expectations for this position.

Item 4. Legal Assistant or Legal Executive Secretary-Dr. Ruffin explained that she feels Attorney Shaw is extremely busy in her dual role as Education Attorney/Corp Counsel Attorney, with the majority of her time spent on the Education side. In consultation with Attorney Shaw, she believes a Legal Assistant or legal Secretary is needed. This is an initial draft;Dr. Ruffin will continue to refine and revisit. This will be a new position for the education department.

Item 5. Contract Manager-Attorney Shaw cited the large volume of contracts constantly initiated and/or renewed by Education. One manager responsible for following all contracts, existing and new, will benefit the department by allowing for continual and timely review of all contracts, and speedy execution of new contracts. This a new position, job description and duties are still being drafted for committee review and approval.

Motion to adjourn made by Ann Sweeney, 2nd by Juanita Hernandez

Yeas-4 Nays-0 Abstentions-0

Motion passes.

Adjourned at 6:18pm

Minutes prepared by Ann Sweeney

**Approved by BOE:** \_\_\_\_\_  
**Approved by CSC:** \_\_\_\_\_  
**FLSA Status:** Exempt  
**Union Affiliation:** Non Union  
**Salary Range:** \$ \_\_\_\_\_ to \$ \_\_\_\_\_

**ASSISTANT SUPERINTENDENT FOR TALENT MANAGEMENT**  
**Job Description Draft November 23, 2020**

**GENERAL STATEMENT OF DUTIES:**

Under the direction of the Superintendent, *fill in once there is a final draft. . . .*

**DISTINGUISHING FEATURES OF THE CLASS:**

The Assistant Superintendent for Talent Management will oversee the Human Capital Office within the Waterbury Department of Education and will supervise all employees assigned to that Office. The Assistant Superintendent for Talent Management will play a critical role in directing and supervising talent recruitment, hiring, onboarding, staff development, staff evaluation, and employee fulfillment for the employees working in the District, and will develop and maintain an employee-oriented Human Capital management culture that emphasizes quality, continuous improvement, and high performance, as analyzed through measurable metrics. The Assistant Superintendent for Talent Management will be responsible for overseeing personnel management within the Waterbury Department of Education, including legal compliance and recommending policy and procedure related thereto, as well as fulfilling functions related to the management of labor relations and employee relations.

**EXAMPLES OF DUTIES (illustrative only):**

- Support school and District administrators in building positive staff and employee relations, as well as in supporting the satisfaction, improvement, fulfillment, and retention of staff;
- Lead the strategy and implementation related to leadership hiring and senior-level hiring for the Waterbury Department of Education, and collaborate with City of Waterbury Human Resources and other staff members to execute research-based, proven strategies for achieving sustainability of highly effective staff;
- Lead staff to successfully meet all annual recruitment, hiring, performance evaluation, and human resource targets;
- Manage and coach the Waterbury Department of Education hiring and recruitment team members to effectively develop strategies and execute plans for the HC Office;
- Collaborate with the City of Waterbury Human Resource Department in hiring, recruitment and retention of District staff hired through the City's Civil Service process;
- Help fulfill the Board of Education's duties and objectives by generating, implementing and modifying strategies and plans that create a highly effective staffing model capable

of delivering exceptional educational experiences and outcomes for all Waterbury Public School students;

- Help shape and build a positive, collaborative, integrated and values-driven leadership team;
- Serve as a network leader in all conversations, interactions, and communications so as to best represent the interest of Waterbury teachers, students, and staff;
- Ensure staff training and education related to and compliance with all federal and state labor and employment laws;
- Serve as the Connecticut Commission on Human Rights and Opportunities Officer for the Waterbury Department of Education and oversees, directs and conducts preliminary investigations of complaints, making recommendations for resolutions;
- Promote the Department of Education's affirmative action and diversity goals and objectives;
- Oversees administration of labor contracts;
- Advise Department of Education leadership and Cabinet on personnel and labor relations matters;
- Oversee teacher credentialing process to ensure that Waterbury satisfies the requirements established by the Connecticut State Board of Education and any other responsible agencies;
- Assist in developing a service model that focuses on the human capital needs of schools and all Waterbury Department of Education Offices;
- Interpret and communicate Board and Departmental policies and procedures to Human Capital Office staff and to staff across the District;
- Make recommendations to the Superintendent regarding policies and procedures pertinent to human capital issues including talent recruitment, professional development, employee relations and legal compliance;
- Understand the District's human capital capacity and anticipate the needs of its human capital pipeline through use of data and other information to accurately project and present human capital needs and areas for growth.
- Utilize and review metrics related to Human Capital goals and workforce quality measures;
- Develop an annual budget for the Human Capital Office.
- Assist in developing the Waterbury Department of Education's budget related to human capital needs districtwide.
- Perform other duties and responsibilities as assigned by the Superintendent.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

- Thorough knowledge of human capital approach to talent recruitment, development and management.

- Thorough knowledge of principles and practices of talent management, collective bargaining and employee relations practices and the ability to interpret and explain principles, policies and practices;
- Knowledge of applicable federal, State and local laws, ordinances, regulations, policies related to labor and employment matters, including, without limitation, anti-discriminations laws, family and medical leave laws, worker's compensation laws and the laws governing collective bargaining for municipal employers and boards of education;
- Skilled in technology related to personal computer use, including experience using Google platform features, Microsoft Office Suite applications and Human Capital specific software;
- Knowledge of and ability to use an electronic human resource information system;
- Ability to supervise staff from professionals to clerical;
- Ability to effectively communicate and collaborate with supervisors and subordinates, as well as the ability to communicate and/or collaborate with other City of Waterbury Departments, legal counsel, outside agencies, vendors and members of the general public;
- Ability to make recommendations and presentations to the Superintendent, Cabinet members, the Board of Education, Board of Aldermen, and outside agencies;
- Ability to manage time effectively and to meet deadlines.

**REQUIRED CREDENTIALS, EXPERIENCE AND TRAINING:**

- Must have a minimum of five (5) years of related professional experience;
- 092 required
- 093 preferred

**ADA REQUIREMENTS OF THE POSITION:** HC can fill in the table.

Approved CSC: 01/09/2018  
Approved Bd. of Aid. NA  
FLSA Status: Non-Exempt  
Union: WCEA

Page 420

### LEGAL ASSISTANT

#### GENERAL STATEMENT OF DUTIES:

Provides administrative and file management support to Attorneys and paralegals in the Legal Department.

#### DISTINGUISHING FEATURES OF THE CLASS:

Provides high level secretarial and administrative work in the legal department. The work requires knowledge of Connecticut and federal legal procedures, terminology and forms. Performs some independent actions regarding both routine and complex legal procedures and may supervise the work of clerical employees.

#### EXAMPLES OF DUTIES: (Illustrative Only)

Opens, analyzes, scans, notes and disburses incoming mail;  
Enters and manages data using file management software;  
Prepares and files pleadings, motions and other legal forms with courts and administrative agencies;  
Prepares correspondence, contracts and other legal documents;  
Screens calls and schedules appointments for City attorneys;  
Manages calendars, diaries and files related to events;  
Handles requisitions and purchase orders;  
Organize and index medical records;  
Transcribes dictations;  
Does other related work as required.

#### REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Considerable knowledge of both general and legal office procedures;  
Considerable knowledge of State of Connecticut legal procedures, terminology and forms;  
Ability to use various databases, word processing programs and other Microsoft Office Suite applications such as PowerPoint, Access, Outlook, Excel and Word;  
Ability to maintain files and records in accordance with laws, ordinances, regulations and established procedures;  
Ability to plan and supervise the work of others;  
Ability to keep office matters entirely confidential;  
Ability to make basic decisions within established procedures under supervision, including an ability to identify and propose appropriate next actions upon receipt of an incoming document.

#### REQUIRED EXPERIENCE AND TRAINING:

Possession of a high school diploma or G.E.D. Two years' experience in general secretarial/clerical work, to include one year experience as Legal Secretary or Legal Assistant in the State of Connecticut within the past five years. Completion of certificate program in executive secretarial or legal secretarial/administration science is preferred. Bilingual skills preferred.

## LEGAL EXECUTIVE SECRETARY

GENERAL STATEMENT OF DUTIES: Acts as executive secretary to the Corporation Counsel; performs difficult and responsible work of a legal nature; functions as office manager for the Corporation Counsel's office; performs other related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is high level clerical and administrative work involving responsible secretarial duties for the Corporation Counsel. The work requires knowledge of legal procedures, terminology, forms, and a working knowledge of the City Charter. Considerable independence of action in the disposition of routine and complex legal procedures characterizes this position and distinguishes it from the position of Legal Secretary.

EXAMPLES OF DUTIES: (Illustrative Only)

Uses dictation equipment or stenography to transcribe letters, briefs, motions and other legal forms; Supervise the preparation for signing of City Contracts with independent contractors, as presented by the various City departments; Writes routine letters and prepares legal forms; Receives monies in payment of damage to City property and supervises deposition of same; Sets up and maintains files; Keeps attendance records; Orders supplies as required; Does secretarial work for the Corporation Counsel and other attorneys; Supervises the support staff's work in the department and trains personnel in technical phases of work; Lays out and assigns work; Interprets policies and procedures; Reviews work of other clerical office personnel; Acts in the capacity of Administrative Assistant; Assists in preparation of the Legal Department Budget; Supervises and prepares Annual Report for approval by the Corporation Counsel; Prepares Warranty Deeds and Quiet Claim Deeds, Leases, Options, General Releases in certain cases; Supervises preparation of Releases of Certificate of Assessment; Consults with Clerks of the various State and Federal Courts, City Officials, and Attorneys of other law offices regarding pending legal actions or questions; Prepares annual report for multi year contracts for Audit Department; Prepares annual In-Kind service Report for Department of Education; Prepares weekly payroll; Acts as custodian of petty cash; Reviews certificate of Insurance submitted by City employees for car allowance.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of office procedures; ability to type quickly and accurately; ability to transcribe using dictation equipment or stenography; ability to use computers and various data base programs including word processing; ability to get along well with others; ability to maintain complex records and files, ability to make decisions in accordance with laws, exercise good judgment and tact in personal and telephone contacts; ability to keep office matters entirely confidential; ability to plan and supervise the work of others; some knowledge of Worker's Compensation, City Charter, municipal contracts and taxation procedures.

ACCEPTABLE EXPERIENCE AND TRAINING: Four years experience performing executive secretarial work that shall have included typing at a high rate of speed, and accuracy, plus one year experience as a Legal Secretary, and Associates degree or certification in one of the following areas or equivalent: executive legal secretarial or executive secretarial program; ability to take dictation by using shorthand desirable, or any combination of experience and training which provides the required knowledge skills and abilities.