

RECEIVED FOR RECORD
WATERFORD, CT
2023 FEB 21 A 11:34
ATTEST *Joan S. Barnes*
TOWN CLERK

Present: Rik Wells, Chairman
Krum Chuhev
Talivaldis Maidelis
Kathleen Mullen-Kohl

Also Present: Christine Walters, Director of Human Resources.

Mr. Wells called the February 16, 2023 Personnel Review Board Meeting to order at 6:00pm.

1. Review and approval of the Meeting Minutes of December 15, 2022

MOTION: Mr. Maidelis made a Motion to approve the December 15, 2022 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Chuhev. (4-0) Unanimous.

2. Public Comment

None.

3. Job Description: Zoning Official – Planning & Development

Ms. Walters spoke on how this position is now vacant and the job description has been reviewed to accurately reflect the current responsibilities. In October 2020, the RTM removed Chapter 15.26 – Blighted Premises from the Waterford Code of Ordinances. This reviewed job description has been updated to eliminate all references to blight; the GGA Union has approved these revisions; discussion also took place to add the word ‘preferred’ to the color vision requirement.

MOTION: Mr. Chuhev made a Motion to approve the Zoning Official Job Description with the amendment discussed. Seconded by Ms. Mullen-Kohl. (4-0) Unanimous.

4. Job Description: Secretary I – First Selectman’s Office

Ms. Walters spoke on this job description being last updated in 1998; the position has been vacant but may soon be filled based on the needs of the First Selectman’s Office; these revisions reflect the anticipated duties and responsibilities of the position; discussion took place on eliminating the wording ‘advanced secretarial training’ in Education & Training as well as minor clerical amendments in that section; discussion continued to add language under Minimum Qualifications to include skill in the operation of a personal computer including software applications with preference on all aspects of Microsoft Office or its equivalent.

MOTION: Mr. Maidelis made a Motion to approve the Secretary I Job Description with the amendments discussed. Seconded by Ms. Mullen-Kohl. (4-0) Unanimous.

MOTION: Mr. Maidelis made a Motion to adjourn the Personnel Review Board Meeting of February 16, 2023 at 6:20pm. Seconded by Mr. Chuhev. (4-0) Unanimous.

Respectfully Submitted,

Joan S. Barnes

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Recording Secretary