

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

November 12, 2008
Aldermen Gatsas, Shea Lopez,
Garrity, Pinard

6:00 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Discussion relative to the New Hampshire Retirement System pursuant to RSA 100-A.
*(Note: Referred from the Board of Mayor and Aldermen on 9/16/08.
Recommendation to be submitted from Human Resources Department)*
Gentlemen, what is your pleasure?
4. Discussion relative to the guidelines of the Bright Ideas Evaluation Committee awards.
(Note: Referred from the Board of Mayor and Aldermen on 9/16/08)
Gentlemen, what is your pleasure?
5. Request from the Manchester Public Library to convert one full-time Library Clerk II position with 2 part-time Library Clerk I positions.
Gentlemen, what is your pleasure?
6. Request for reclassification of Custodian, salary grade 8, at the Parking Division to a new classification of Parking Maintenance Worker, salary grade 10 and that the Custodian positions at the Parking Division are eliminated.
Gentlemen, what is your pleasure?
7. Request for change in class specifications of Housing Inspector, Class Code Number 5120.
Gentlemen, what is your pleasure?

8. Communication from Police Chief David Mara, submitting details related to current pay for Reserve Officers.

Gentlemen, what is your pleasure?

9. Recommendation of the Special Committee on Parking in the vicinity of high schools to approve immediately a Seasonal Parking Control Officer for the Parking Division to enforce the new regulations for a new Residential Parking Permit Zone #8.
(Note: Referred to the Committee by the Board of Mayor and Aldermen on 9/2/08)

Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any item from the table.

10. Communication from Jane E. Gile, Human Resources Director, recommending that the Committee upgrade the part-time parking control officer from a salary grade 10 to a salary grade 11; and upgrade the reserve police officer from a salary grade 18 to a salary grade 19.
(Tabled 8/5/08)
11. Recommendation from Thomas Clark, City Solicitor, regarding Section 33.011 Retired Employees; Police on Rehiring, if available.
(Tabled 8/5/08)
12. If there is no further business a motion is in order to adjourn.



Bright Ideas! Program Policy **Employee Suggestion and Recognition**

PURPOSE:

The purpose of this program is to reduce the cost of city government, reward active employees who assist in this reduction, and to recognize active employees for extraordinary services or performance in the interest of the city.

A formal evaluation process shall be established, with an evaluation committee to conduct and oversee the process and to make appropriate awards in recognition of outstanding contributions to city government. The program shall recognize suggestions that enhance the economy, efficiency or safety of city operations, or the performance of extraordinary services to the city.

EVALUATION COMMITTEE:

The Evaluation Committee shall consist of five members:

- The Human Resources Director;
- One non-affiliated employee appointed by the Mayor
- One affiliated employee appointed by the Mayor
- The Chairperson of the Quality Council or his/her designee
- One person who is not an employee or an elected official who shall be chosen by the other members of the Evaluation Committee

SUGGESTION AWARD:

A suggestion award may be granted when one or more employees submit in writing a proposal that directly contributes to improved economy, efficiency, effectiveness or safety of city operations. Suggestions that are under investigation by management or those previously suggested shall also not be eligible. If one or more suggestions for the same or similar proposal are submitted on the same day, the suggestions shall be combined and if accepted, the award shall be shared equally.

EXTRAORDINARY SERVICE AWARD:

An extraordinary service award may be granted to an employee for a onetime special act or when his or her work performance far exceeds the normal expectations of the position. Any proposals regarding a onetime special act shall be submitted to the evaluation committee for consideration of an award.



City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101



Bright Ideas! Program Policy page 2

PERFORMANCE BONUS

An employee may be given a performance bonus or a certificate of extraordinary performance. A performance bonus may be used to reward an employee's special efforts and high performance on projects or special assignments. A Department Head may recommend a cash bonus or certificate to recognize high performance which results in significant and documented cost reductions, savings or income to the City. It may be used to recognize unexpected, self-starting, extraordinary individual accomplishments in support of organizational performance effectiveness occurring out the boundaries of the expected performance of the employee's normal duties. The Department Head shall follow the same procedures that are outlined for granting all other awards by submitting his/her recommendation in writing to the Evaluation Committee.

DEPARTMENT REVIEW PANEL

To facilitate the conduct of the program, and to provide for the most knowledgeable consideration and review process, each department head may establish a Department Review Panel, consisting of not less than three (3) employees of the department. Such panels shall consist of at least one non-management employee. Department heads shall establish term limits and appointment and replacement procedures. The function of the panel shall be to assist the department head in the review of employee suggestions, when they are forwarded with the supervisor's recommendation.

In the absence of such a committee, it shall be the responsibility of the department head to review the suggestion and forward his or her recommendation to the Evaluation Committee. In either case, the department head shall forward his or her recommendation to the Evaluation Committee within 30 days of receipt of the suggestion. If more time is needed to review the suggestion, the department head shall provide written notice to the employee, with a copy to Human Resources and the Mayor. Included in the letter shall be a date that the Department Head intends to submit his/her letter.



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 Human Resources Department
 One City Hall Plaza
 Manchester, NH 03101



Bright Ideas! Program Policy page 3

AWARD CRITERIA

The nature of the award shall be dependent upon the potential value of the suggestion to the city; the nature of the condition or problem which the suggestion purports to relieve or correct; and the originality and innovation demonstrated by the author of the suggestion.

Suggestions shall be evaluated under the following criteria. The amount of the award shall increase according to the number of categories the suggestion affects:

1. improved economy;
2. improved efficiency;
3. improved effectiveness and productivity; or
4. improved safety of operations.

In addition to the above, the evaluation committee shall consider the magnitude of the suggestion and shall determine the amount of the award according to whether the suggestion has a minimal, moderate or wide effect. A suggestion shall be considered minimal if it only affects a work unit within the department. A suggestion shall be considered moderate if it affects one or more departments. A suggestion shall be considered wide if it has a citywide effect on all departments. The scale of awards shall be according to the following chart, in which the maximum cumulative award shall be \$6,000:

	SCOPE OF SUGGESTION	MAGNITUDE OF SUGGESTION	SCALE	OF	AWARDS	AWARD AMOUNT
1.	Improved Economy	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
2.	Improved Efficiency	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
3.	Improved Effectiveness & Productivity	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
4.	Improved Safety of Operations	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500



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 Human Resources Department
 One City Hall Plaza
 Manchester, NH 03101



Bright Ideas! Program Policy page 4

EXTRAORDINARY SERVICE

Criteria for awards of extraordinary services in the interest of the City shall be limited to those actions clearly beyond the normal duties and responsibilities of the City employee.

Extraordinary service may be related to the employee's primary duties, but the service shall far exceed that which could be expected of the employee involving (1) a sense of prevailing urgency or emergency, (2) personal risk to the employee's own safety and health, and (3) extraordinary competence or proficiency involving abilities demonstrated above and beyond those normally expected. The scale of awards for extraordinary service shall be according to the following chart in which the maximum cumulative award shall be \$1,000.

	EXTRAORDINARY SERVICE FACTORS	SCALE	OF 67%	AWARD 100%	AMOUNT OF AWARD
1.	SENSE OF URGENCY OR EMERGENCY PREVAILING	\$500			\$500
2.	PERSONAL RISKS INVOLVED	\$500	\$500		\$1,000
3.	ABILITIES DEMONSTRATED ABOVE AND BEYOND THOSE NORMALLY EXPECTED	\$500	\$500	\$500	\$1,500

FUNDING FOR AWARDS

When the Evaluation Committee determines that an award is warranted, the Committee shall forward their recommendation to the Board of Mayor and Aldermen. The Board of Mayor and Aldermen shall vote to either approve the award or deny the award. Upon approval of the Board, the employee shall receive his/her award at a regularly scheduled meeting of the Board of Mayor and Aldermen. Funding for all awards shall be taken from contingency funds unless the employee(s) making the suggestion or receiving the award works for a department that is funded by Enterprise Funds. In that instance, the award shall be paid by the applicable Enterprise Funded department.



City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101

BRIGHT IDEAS PROGRAM

PROCEDURES, TERMS AND CONDITIONS

Purpose:

The purpose of this program is to reduce the cost of city government, reward employees who assist in this reduction and to recognize employees for extraordinary services in the interest of the city.

Instructions:

1. Please type or print legibly the following information:
 - a. The way it is now: Identify and explain the present method, process and/or condition.
 - b. I (we) suggest that: Describe your idea for improvement and how it could be implemented. Attach additional information, sketches, charts or pictures to help explain and support your idea.
 - c. Advantages/benefits: Describe how your idea will save money or improve the quality of city services.

2. A. If your suggestion relates to your department:
 - (1) Submit your form and back-up information to your Department Head.
 - (2) Your Department Head will sign that he/she received your proposal and he/she will give you back three signed copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.
B. If your suggestion is for another department:
 - (1) Submit your form and back-up information directly to that Department Head.
 - (2) The Department Head will sign that he/she has received your proposal and he/she will give you back three copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.

3. Department Head Review:
 - A. The Department Head will review your suggestion and determine whether or not your idea is an original suggestion, not something that the department has

already been working on or had plans to work on, whether or not it is possible to implement and validate the proposal within thirty (30) days.

- B. If the Department Head needs more time, he/she shall notify you, Human Resources Director and the Mayor. He/she will tell you when he/she will have his/her evaluation completed.
- C. If you have concerns about the length of time it is taking or how your proposal is being handled, please contact the Human Resources Director at 624-6543.

Evaluation Procedure:

- A. The Evaluation Committee shall review all suggestions.
- B. If the Department Head adopts your suggestion, the Evaluation Committee shall evaluate your suggestions impact to determine if you are eligible for an award. The Evaluation Committee is solely responsible for determining the value of any award.
- C. If the Department Head does not adopt your suggestion, the Evaluation Committee shall review that decision. If the Evaluation Committee disagrees with the Department Head, your suggestion will be returned to that Department Head with recommendations to implement.
- D. The Evaluation Committee shall notify the employee in writing of it's decision with copies to the Human Resource Director and the Mayor.

Protection of Suggestions:

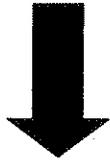
- A. Suggestions that are evaluated and not adopted are protected against identical submissions for a period of one year following the date of receipt of the suggestion by the Human Resources Director.
- B. At the conclusion of one year, the suggestion is no longer eligible for award consideration.
- C. You may resubmit your suggestion if you still feel it has value after the one year period if you believe it should be re-evaluated for implementation.

Note: When submitted to the City of Manchester, suggestions become the property of the City. Use by the City shall not form a basis for a claim against the City.

Bright Ideas! Program



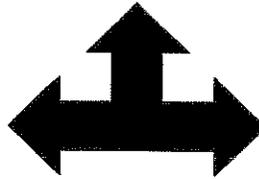
1. Employee submits Form to Department Head



If suggestion is for another dept. employee submits directly to that dept: gets signed copies from dept staff

2. Department Head signs and makes 3 copies:

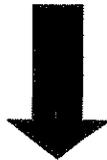
Human Resources/Mayor



Employee

Within Ten (10) Days

3. Department head reviews and forwards his/her recommendation to Evaluation Committee



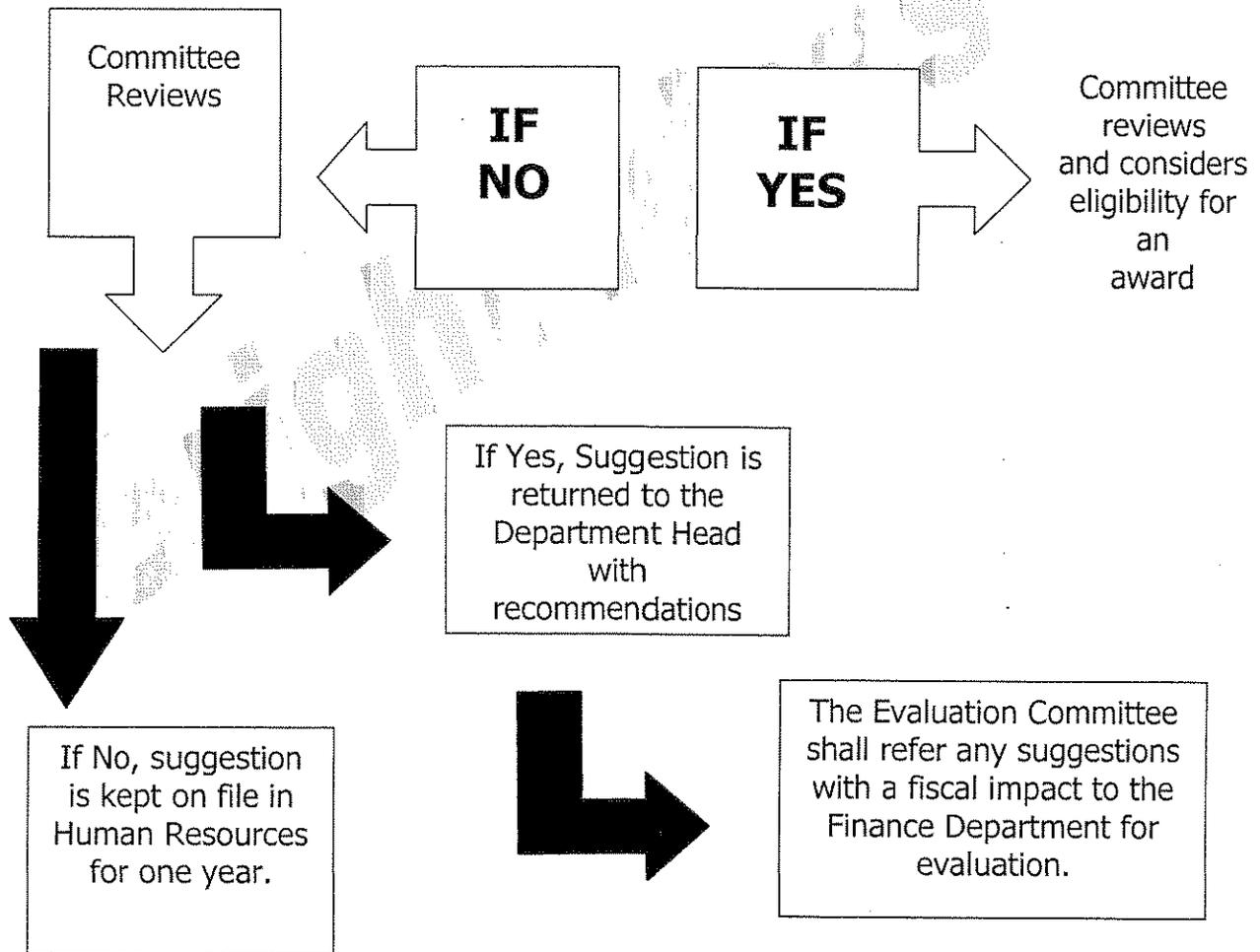
Within Thirty (30) Days

Bright Ideas! Program

page 2



4. Evaluation Committee reviews Department Head Recommendation



5. Evaluation Committee notifies employee in writing of final recommendation.

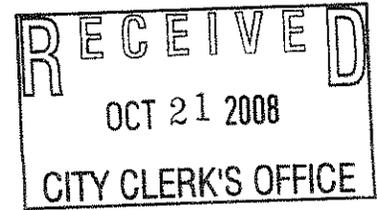


City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065



October 20, 2008

Alderman Ted Gatsas, Chair
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Request from Library to replace one full-time position with 2 part-time positions

Dear Alderman Gatsas:

The HR Department has reviewed the request of the Manchester Public Library to convert one full-time Library Clerk II (Gr. 11) with two part-time Library Clerk I (Gr. 10) positions.

Due to the retirement of a long term employee, the Library currently has a vacant Library Clerk II position. Library administration carefully considered the needs of the Library in coming forth with this request and believes that downgrading the position to a Clerk I and creating two part-time positions of 24 hours each in place of the one full-time position will serve the Library and its increasing patrons in a more efficient and cost effective manner.

The Human Resources Director supports this request that not only allows greater flexibility in scheduling employees at peak usage times, but also reduces benefit expenditures in the short term and salary expenditures over time.

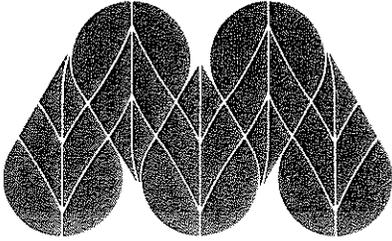
Fiscal Impact – Year 1 (at entry levels)

Library Clerk II -	Base Salary \$25,776	Benefits \$8388
Library Clerk I		
<u>2@24 hrs.X52 wksX\$11.40/hr.</u>	<u>\$28,454</u>	<u>Benefits -0-</u>
Cost Savings = \$5710	(-\$ 2,678	+ \$8388)

Recommendation: That the HRIC approve the request of the Manchester Public Library to replace one full-time Library Clerk II with two part-time Library Clerk I positions.

Respectfully submitted,

Jane E. Gile, SPHR
Human Resources Director

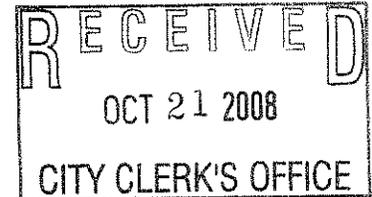


**City of Manchester
City Library**

Denise M. Van Zanten
Library Director

Carpenter Memorial Building
405 Pine Street
Manchester, New Hampshire 03104-6199
(603) 624-6550

Ms. Jane Gile
Head of Human Resources
City of Manchester
City Hall Plaza
Manchester, New Hampshire 03101



October 7, 2008

Dear Ms. Gile:

This past summer a long time employee retired from our Circulation Division at the Main Library. The position vacated was that of a full-time Library Clerk II (Grade 11). After careful consideration of this position and our current staffing needs I am requesting that this position:

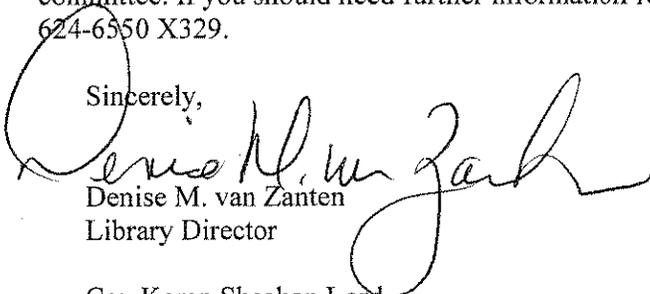
- be replaced with a Library Clerk I (Grade 10) and;
- that the full-time position becomes **two part-time positions** at 24 hours a week each.

The library has been experiencing significant increases in usage over the past few years and our circulation division handles on average 70,000 transactions a month for our library users. The request for **two part-time Library Clerk I positions** to replace the Library Clerk II will:

- allow us the flexibility to better manage our front line desk coverage schedule;
- enable us to schedule more staff at high usage times and;
- reduce the cost of our salary and benefits lines. The estimated savings are \$7,000 in salary and \$15,000 in benefits for Fiscal Year 2009.

I respectfully ask that my proposal be reviewed and forwarded on to the appropriate committee. If you should need further information regarding this request please contact me at 624-6550 X329.

Sincerely,


Denise M. van Zanten
Library Director

Cc: Karen Sheehan Lord

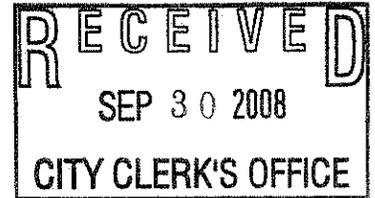


City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065



September 29, 2008

Alderman Ted Gatsas, Chair
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

At the August 5, 2008 meeting of the Human Resources Insurance Committee, members posed the question relative to the classification of Custodians, assigned to the Parking Division, who are now expected to perform duties typically assigned to personnel in the Traffic Division.

Along with the custodial maintenance of the City's parking garages, new non-custodial duties include the maintenance of parking related pavement markings on public streets in the downtown area and in parking lots and garages as well as snow removal duties in parking lots and garages and the installation, maintenance and repair of parking signs on public streets in the downtown area, as needed.

In consultation with the Parking Division Manager, Brandy Stanley, the Human Resources Department revised the custodian job specification to include the additional essential work duties and, based on a position review, a reclassification is indicated. Further, a class title change allows it to be distinguished from a traditional custodian classification.

Therefore, the following reclassification is requested:

"Move the reclassification of the Custodian, salary grade 8, at the Parking Division, to a new classification of Parking Maintenance Worker, salary grade 10. And that the Custodian positions at the Parking Division are eliminated."

Attached is a copy of the proposed class specification for the Parking Maintenance Worker and an ordinance amendment establishing the position for your review and approval.

Sincerely,

Jane E. Gile, SPHR
Human Resources Director



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Parking Maintenance Worker
Class Code Number	5205-10

General Statement of Duties

Maintains municipal parking facilities and related areas; performs directly related work as required.

Distinguishing Features of the Class

The principal functions of an employee in this class are to ensure a clean, orderly, safe and pleasant public environment and to maintain parking related pavement markings. The work is performed under the direct supervision of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principle duties of this class are performed in both an indoor and outdoor work environment, oftentimes in extreme weather conditions. This position requires the use of several cleaning agents and chemicals which must be handled with care.

Examples of Essential Work (illustrative only)

- Performs custodial duties on municipal facilities, including cleaning all rooms within a facility, sweeping floors, washing windows and ledges, cleaning bathrooms and all related components;
- Operates several pieces of machinery associated with building maintenance operations;
- Lays out and applies parking stall lines and related pavement markings on public streets in the downtown areas and in parking lots and garages;

- Operates trucks with accessory equipment, including compressors, paint spray equipment, hand and power tools and drills;
- Maintains an awareness of pedestrian and vehicle traffic in pedestrian areas and ensures safety of the public and City employees in painting and related operations;
- Strips, waxes and buffs all tile floor, as needed;
- Ensures all necessary areas are properly sanitized, (kitchen areas, bathrooms etc.), according to set policy and procedures for health standards;
- Wet mops restrooms floors;
- Stocks all restrooms with needed supplies;
- Inventories and properly stores cleaning items and equipment;
- Informs supervisor of any supply needs;
- Identifies facility repair needs and informs supervisor;
- Monitors facilities on a regular basis and performs duties related to maintaining a clean environment, including picking up litter, cleaning up spills and all other spontaneous needs of a facility used by large numbers of people;
- Empties all trash;
- Performs general maintenance of building facilities, including replacing ceiling, baseboard tiles, light bulbs, windows and related building features;
- Performs parking lot maintenance, including cutting brush, weeding, cutting grass and related tasks;
- Monitors elevators and related pieces of equipment to ensure that all are functioning in a safe manner;
- Repairs equipment, as needed;
- Installs, maintains and repairs parking signs on public streets, as needed;
- Paints, mixes and tints paints, as needed;
- Performs snow removal, including plowing parking lots and garages, salting and shoveling snow;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of facilities maintenance operations and procedures;

- Substantial knowledge of all equipment and supplies related to facilities maintenance, including chemicals used for cleaning;
- Substantial knowledge of operations and procedures for painting projects within streets and public areas;
- Ability to operate hand and power tools and equipment;
- Ability to perform routine maintenance and repair duties;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School; and
- Some experience in custodial operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform janitorial duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use a range of arm movements necessary to complete cleaning duties and operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the municipal parking facilities, under a variety of working and weather conditions.
- Ability to safely lift 100 lbs.

Approved by: _____ Date: _____

City of Manchester
New Hampshire

In the year Two Thousand and Eight

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Parking Maintenance Worker) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Parking Maintenance Worker, Class Code 5205

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

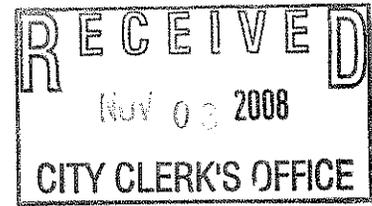
Establish Parking Maintenance Worker, Class Code 5205, Grade 10

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Parking Maintenance Worker, Class Code 5205, Grade 10, non-exempt (attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

Jane Gile
Human Resources Director



CITY OF MANCHESTER Human Resources Department

October 31, 2008

Alderman Ted Gatsas, Chairman
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for change in class specifications "Housing Inspector"

Dear Alderman Gatsas and Members of the Committee:

The Department of Buildings is requesting the following change to the Class Specification of Housing Inspector, Class Code Number 5120.

Under the section entitled, "**Required Special Qualifications**", delete "C.A.B.O. Certification as a Housing Inspector" and add in its place "ICC Certification as a Housing Inspector". This condition is consistent with current building code and eliminates outdated language.

The Human Resources Director concurs with the modifications and respectfully requests that you approve the minor changes to the job classification, "Housing Inspector". There are no salary adjustments that accompany this request.

Sincerely,


Jane E. Gile, SPHR
Human Resources Director



**City of Manchester
Department of Buildings**

City Hall -West Wing
One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6475
Fax: (603) 624-6324

Leon L. LaFreniere
Building Commissioner

Matthew M. Sink
Deputy Bldg. Commissioner

MEMORANDUM

TO: Jane Gile

FROM: Max Sink

DATE: October 31, 2008

SUBJECT: Class Specification change

Currently the Class Specification for Housing Inspector, Class Code number 5120, contains a requirement for certification under a certifying agency that existed under a previous building code, but which no longer exists.

We are requesting that the Required Special Qualifications section be modified by replacing the acronym C.A.B.O. (Council of American Building Officials) with ICC (International Code Council) in order to bring it in line with the current building code.

If there is anything further that you need to submit this request, don't hesitate to call me at ext. 5620.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Housing Inspector
Class Code Number	5120

General Statement of Duties

Performs building inspections to ensure compliance with City standards; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to inspect residential rental property located in all types of residential units, including but not limited to single family and large multi-unit complexes, to verify that they meet the minimum standards of the City. The work is performed under the supervision and direction of the Housing Inspections Supervisor but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with rental unit owners, other City employees and the public. The principal duties of this class are performed in both an indoor and outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Inspects and re-inspects rental units for the Certificate of Compliance Program, including the Life Safety Code, heating and plumbing systems, electrical systems and structural requirements;
- Responds to and investigates complaints from citizens and other City departments relating to sub-standard conditions existing in rental units and exterior areas of property;
- Educates landlords, managers and tenants with regards to Housing Standards issues;

- Researches legal status of buildings and investigates illegal dwelling units;
- Prepares violations notices, issues and delivers citations, prepares legal documents and testifies in court as necessary;
- Serves as an information resource for all interested members of the public in all related compliance issues;
- Provides information to owners with regard to the Certificate of Compliance Program and seeks to promote a process of cooperation between rental owners and the City of Manchester;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Thorough knowledge of all applicable building codes relating to the Certificate of Compliance Program;
- Thorough knowledge of principles and techniques of modern building construction;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or completion of GED; and
- Some experience in construction with some building inspection experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license;
- C.A.B.® ICC Certification as a Housing Inspector.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect exiting buildings or on-going work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the city and to climb, crawl in tight places and otherwise move through and around assigned building areas.

Approved by: _____

Date: _____

City of Manchester
New Hampshire

In the year Two Thousand and Eight

AN ORDINANCE

“Amending Section 33.026 (Housing Inspector) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Housing Inspector, Class Code 5120
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

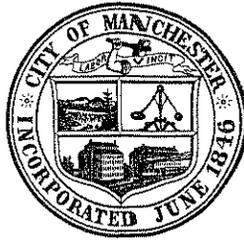
Chief of Police

David J. Mara

Deputy Chiefs

Gary T. Simmons

Marc P. Lussier



Commission

John J. Tenn

Calvin T. Cramer

Thomas J. Hammond

Nury Marquez

Thomas D. Noonan

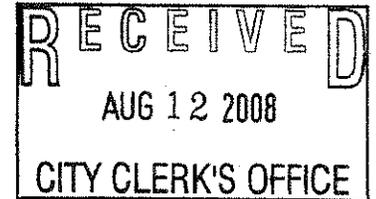
Executive Secretary

Kim Demers

CITY OF MANCHESTER

Police Department

Committee on Human Resources
One City Hall Plaza
Manchester, NH 03101



RE: Reserve Officer pay

During the August 5, 2008 meeting the department was asked to provide details as it relates to the current pay provided to our Reserve Officers. As a result, listed below are the current pay scales for Reserve Officers hired prior to Alderman Lopez program taking effect as well as the pay scale for those hired since that policy was enacted. Pay is broken down by Detail Rate and City hourly rate when the Reserve functions strictly for the department.

The rates are in effect as of FY 09. (Obviously a change to the pay scale by this committee will increase the hourly rate for the Reserve when working for the department.) It will not effect the detail rate of pay. The August 2006 policy effected the detail rate only, not the hourly rate when the Reserve functions strictly for the department.

DETAIL RATES:

Regular Officer

Company Billed \$46.97/hr (may vary slightly for holiday, overtime over 8 hr detail and supervisors)
State retirement \$5.36/hr (taken from the hourly rate to pay into the state retirement system)
Admin Fee \$1.70/hr (this money goes into the Admin account/not charged to school functions.)
Officer Share \$39.91/hr

THE ABOVE RATES APPLY TO FOUR OF OUR RESERVE OFFICERS w, HIRED PRIOR TO ALDERMAN LOPEZ PROPOSAL WAS ENACTED.

Reserve Officer (hired after August 2006)

Company Billed \$46.97/hr
No retirement paid
Admin Fee \$1.70/hr
Officers Share \$32.00/hr
Balance \$13.27/hr goes into the established Reserve Officer Account.

Ralph Miller Public Safety Center
351 Chestnut Street • Manchester, New Hampshire 03101 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CITY RATE (when working as a Reserve officer for the department).

<u>Hourly Rate</u>	<u>Hour</u>	<u>Gross Wage</u>	<u>SS</u>	<u>Medicare</u>	<u>Total</u>
\$19.60	8/mo	\$156.80	\$9.72	\$2.27	\$168.80

Each Reserve Officer is required to work 8 hrs /mo. (minimum) for the department, providing support with various tasks.

Sincerely



David J. Mara
Chief of Police

8/5/08
Tabled

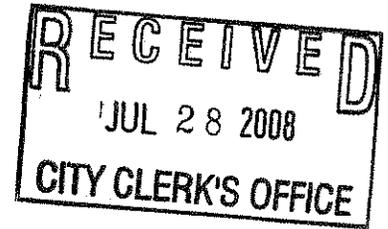


City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065



July 28, 2008

Alderman Ted Gatsas, Chairman
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

Subject: Upgrade PT Parking Control Officer and Reserve Police Officer Positions

Dear Alderman Gatsas and Members of the Committee:

The Parking Control Officer (PCO) and Police Officer (PO) positions are covered by the Manchester Police Patrolman's Association (MPPA) collective bargaining agreement. The MPPA negotiated a one grade up and two steps back compensation agreement that affected both the parking control officer position and the police officer position. As a result, the parking control officer class specification is now positioned in salary grade 11 (from grade 10), and the police officer class specification is a grade 19 (from grade 18).

Although part-time and reserve positions are not subject to the provisions of the collective bargaining agreement, the positions' class specifications are essentially the same. Therefore, salary grades should match the full-time positions as they have done in the past. It was the intent of the prior HR Director that the proposed upgrades be approved by the Human Resources and Insurance Committee.

Recommendation:

That the Human Resources and Insurance Committee upgrade the part-time parking control officer from a salary grade 10 to a salary grade 11; and upgrade the reserve police officer from a salary grade 18 to a salary grade 19.

Your consideration is most appreciated.

Respectfully submitted,

Jane E. Gile, SPHR
Human Resources Director

City of Manchester
New Hampshire

In the year Two Thousand and

eight

AN ORDINANCE

“Amending Section 33.025 (Parking Control Officer & Reserve Police Officer) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Part-Time Parking Control Officer, Class Code 9160 Grade 10 to Grade 11 non-exempt

Change Part-Time Reserve Police Officer, Class Code 9280 to Grade 18 to Grade 19 non-exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



CITY OF MANCHESTER

Office of the City Clerk



Carol A. Johnson
City Clerk

Matthew Normand
Deputy City Clerk

Memo To: Thomas Clark
City Solicitor

From: Heather Glennon 
Administrative Assistant III

Date: July 21, 2008

RE: Request of the Human Resource/Insurance Committee

Please be advised that on a meeting of the Human Resource/Insurance Committee held on June 8, 2008 it was requested that you provide the Committee with a recommendation regarding Section 33.011 Retired Employees; Policy on Rehiring.

The Committee further requests that you come up with language for the next municipal ballot regarding vacant department head positions or anticipated vacancies of such positions.



CITY OF MANCHESTER

Board of Aldermen



MEMORANDUM

TO: Committee on Human Resources/Insurance
Aldermen Gatsas, Shea, Lopez, Garrity, Pinard

FROM: Alderman Lopez 
Chairman of the Board

DATE: July 2, 2008

RE: Retired Employees; Policy on Rehiring

At our next meeting of the Committee on Human Resources/Insurance, I would like to have a discussion regarding the current ordinance (Section 33.011) which addresses individuals who have retired from the city, receive a city retirement, and seek reemployment with the City.

§ 33.009 CONTINUANCE OF PENSIONS UPON APPROVAL.

All municipal pensions granted and approved prior to December 31, 1945, and in full force and effect as of that date shall be continued when approved annually in accordance with the provisions of the present laws governing the granting and payment of same.

('71 Code, § 18-8)

§ 33.010 DENIAL OF PENSIONS.

No application for a pension made in accordance with the provisions of existing local pension acts will be considered or approved if submitted by an employee of the city who is eligible for membership in any existing State of New Hampshire retirement system and who neglects to retain membership in such a retirement system on or before the expiration date as provided for this purpose in the act governing the operation of the retirement system.

('71 Code, § 18-9)

§ 33.011 RETIRED EMPLOYEES; POLICY ON REHIRING.

Individuals who have retired from the city service and who are receiving payments from any city retirement or pension plan shall not be reemployed in any city department for more than 29 hours a work week regardless of the funding source. Such part time employees shall not be eligible for any benefits or leave time whatsoever.

('71 Code, § 18-10) (Ord. passed 12-5-72; Am. Ord. passed 2-18-03)

§ 33.012 MAINTENANCE OF PLANS.

(A) *Responsibilities of the Human Resources Director.* The Human Resources Director or the Human Resources and Insurance Committee shall be responsible for the maintenance of the classification and compensation plans, including but not limited to the allocation of new or changed positions, the determination of proper compensation rates

within the provisions of this chapter, maintenance of up-to-date class specifications, class lists, and allocation records, and the preparation of recommendations to the Board of Mayor and Aldermen on revisions to the plans on the basis of changes in duties of positions and in prevailing rates of pay for comparable occupations outside the city service. The Human Resources Director shall develop and implement procedural guidelines for the administration and maintenance of the classification and compensation plans, provided that such procedural guidelines shall conform to all of the requirements and provisions of this chapter. The Human Resources Director may designate members of the Human Resources Department staff to carry out any of the duties and tasks referenced herein, but the responsibility for such duties and tasks shall rest with the Human Resources Director.

(B) *Adjustments to the pay schedule.* The weekly and hourly rates for different classes of positions which are prescribed in the compensation plan shall be changed only upon recommendation of the Human Resources Director or the Human Resources and Insurance Committee and Finance Committee and amendment by the Board of Mayor and Aldermen. Such changes as required may be made annually to become effective on the first day of each fiscal year or at shorter intervals as justified by circumstances. Changes in the compensation plan shall be made in a manner to maintain proper percentage relationships among the classes of positions and to reflect changes in prevailing rates of pay for comparable positions outside the city service.

(C) *Employee request.* Any employee shall have the right to the consideration of any request he may have with respect to the application of the classification and compensation plans to his position. The employee shall initially make his request to the department or office head who shall promptly seek to arrive at a solution which is consistent with the plans and acceptable to the employee. Where the department or office head is unable to resolve such a request in a manner that the employee is willing to accept in writing, the matter shall then be submitted to the Human Resources Director and, if necessary, to the