

City of Biddeford
Personnel Committee
September 10, 2019 4:00 PM 205 Main Street

- 1. Call to Order**
- 2. Acceptance of Minutes**
- 3. Discussion**
 - 3.1. Deputy Engineer Position
[FY20 Payscales Nonunion.pdf](#)
 - 3.2. Human Resources Department
 - 3.3. Dearborn Insurance
 - 3.4. Past Practice
[Exceptions Memo.docx](#)
 - 3.5. Update on the Engage2Empower Program
 - 3.6. Fire Department Recruiting/Hiring
- 4. Unfinished Business/Future Agenda Items**
- 5. Adjourn**

Personnel Committee Agenda Item Report

Meeting Date: September 10, 2019

Submitted by: Diana Depaolo

Submitting Department: Personnel

Item Type: Discussion

Agenda Section:

Subject:

Deputy Engineer Position

Suggested Action:

2. The City has tried to fill the vacant engineering position since Mr. Malloy left for a substantially higher pay private sector similar position. His last day of employment was 3/22/19. We have advertised the position twice. We have had limited response and in the cases where we had potential candidates, we were not able to be competitive from a wage perspective. The staff engineer position is slotted as a level 15 position (\$60,245 - \$79,501).

I have conferred with staff regarding the hiring challenges and explore the alternatives to fill the position. It is our recommendation that we seek to hire a Deputy Engineer. While there is no specifics on timing, there is certainty that our current Director of Engineering will be trading in the daily grind for retirement sooner than later.

We seek to fill the vacant position with the person that we believe will be fully prepared to step into the Directors position. We believe this recruitment strategy will result in positive outcome; not only for the immediate future but for the inevitable transition.

Specifically, we are requesting that the personnel committee authorize the following:

- a. Create the position of Deputy Director of Engineering, Level 17 (\$66,753 - \$88,089)
- b. Authorize the City Manager to recruit and fill the position.

As a reference, the Director of Engineering is a level 19 position (\$73,965 - \$87,606). Attached is the FY20 payscales.

Attachments:

[FY20 Payscales Nonunion.pdf](#)

FY20 Non-Union Pay Scale

Level	A 2 yrs or less	B 3 to 5 yrs	C 6 to 8 yrs	D 9 to 11 yrs	E 12 to 14 yrs	F 15 to 17 yrs	G 18 to 21 yrs	H 22 to 25 yrs	I over 25 yrs	J over 30 yrs	Level
S1	\$29,380	\$30,298	\$31,216	\$32,502	\$33,787	\$34,521	\$35,256	\$36,633	\$38,010	\$38,771	S1
S2	\$30,926	\$31,893	\$32,859	\$34,212	\$35,565	\$36,338	\$37,112	\$38,561	\$40,011	\$40,811	S2
S3	\$32,554	\$33,571	\$34,589	\$36,013	\$37,437	\$38,251	\$39,065	\$40,591	\$42,117	\$42,959	S3
S4	\$34,267	\$35,338	\$36,409	\$37,908	\$39,407	\$40,264	\$41,121	\$42,727	\$44,333	\$45,220	S4
S5	\$36,071	\$37,198	\$38,325	\$39,903	\$41,482	\$42,383	\$43,285	\$44,976	\$46,667	\$47,600	S5
S6	\$37,969	\$39,156	\$40,342	\$42,004	\$43,665	\$44,614	\$45,563	\$47,343	\$49,123	\$50,105	S6
S7	\$39,968	\$41,217	\$42,466	\$44,214	\$45,963	\$46,962	\$47,961	\$49,835	\$51,708	\$52,742	S7
S8	\$42,071	\$43,386	\$44,701	\$46,541	\$48,382	\$49,434	\$50,486	\$52,458	\$54,430	\$55,518	S8
S9	\$44,286	\$45,669	\$47,053	\$48,991	\$50,928	\$52,036	\$53,143	\$55,219	\$57,294	\$58,440	S9
S10	\$46,616	\$48,073	\$49,530	\$51,569	\$53,609	\$54,774	\$55,940	\$58,125	\$60,310	\$61,516	S10
S11	\$49,070	\$50,603	\$52,137	\$54,284	\$56,430	\$57,657	\$58,884	\$61,184	\$63,484	\$64,754	S11
S12	\$51,653	\$53,267	\$54,881	\$57,141	\$59,400	\$60,692	\$61,983	\$64,404	\$66,825	\$68,162	S12
S13	\$54,371	\$56,070	\$57,769	\$60,148	\$62,527	\$63,886	\$65,245	\$67,794	\$70,343	\$71,749	S13
S14	\$57,233	\$59,021	\$60,810	\$63,314	\$65,818	\$67,248	\$68,679	\$71,362	\$74,045	\$75,526	S14
S15	\$60,245	\$62,128	\$64,010	\$66,646	\$69,282	\$70,788	\$72,294	\$75,118	\$77,942	\$79,501	S15
S16	\$63,416	\$65,397	\$67,379	\$70,154	\$72,928	\$74,513	\$76,099	\$79,071	\$82,044	\$83,685	S16
S17	\$66,753	\$68,839	\$70,925	\$73,846	\$76,766	\$78,435	\$80,104	\$83,233	\$86,362	\$88,089	S17
S18	\$70,267	\$72,463	\$74,658	\$77,733	\$80,807	\$82,563	\$84,320	\$87,614	\$90,908	\$92,726	S18
S19	\$73,965	\$76,276	\$78,588	\$81,824	\$85,060	\$86,909	\$88,758	\$92,225	\$95,692	\$97,606	S19
S20	\$77,858	\$80,291	\$82,724	\$86,130	\$89,537	\$91,483	\$93,429	\$97,079	\$100,729	\$102,743	S20
S21	\$81,956	\$84,517	\$87,078	\$90,663	\$94,249	\$96,298	\$98,347	\$102,188	\$106,030	\$108,151	S21
S22	\$86,269	\$88,965	\$91,661	\$95,435	\$99,209	\$101,366	\$103,523	\$107,567	\$111,611	\$113,843	S22

FY20 Non-Union Pay Scale

Level	A 2 yrs or less	B 3 to 5 yrs	C 6 to 8 yrs	D 9 to 11 yrs	E 12 to 14 yrs	F 15 to 17 yrs	G 18 to 21 yrs	H 22 to 25 yrs	I over 25 yrs	J over 30 yrs	Level
H1	\$10.93	\$11.27	\$11.61	\$12.09	\$12.57	\$12.84	\$13.12	\$13.63	\$14.14	\$14.42	H1
H2	\$11.50	\$11.86	\$12.22	\$12.73	\$13.23	\$13.52	\$13.81	\$14.35	\$14.88	\$15.18	H2
H3	\$12.11	\$12.49	\$12.87	\$13.40	\$13.93	\$14.23	\$14.53	\$15.10	\$15.67	\$15.98	H3
H4	\$12.75	\$13.15	\$13.54	\$14.10	\$14.66	\$14.98	\$15.30	\$15.89	\$16.49	\$16.82	H4
H5	\$13.42	\$13.84	\$14.26	\$14.84	\$15.43	\$15.77	\$16.10	\$16.73	\$17.36	\$17.71	H5
S1	\$14.12	\$14.57	\$15.01	\$15.63	\$16.24	\$16.60	\$16.95	\$17.61	\$18.27	\$18.64	S1
S2	\$14.87	\$15.33	\$15.80	\$16.45	\$17.10	\$17.47	\$17.84	\$18.54	\$19.24	\$19.62	S2
S3	\$15.65	\$16.14	\$16.63	\$17.31	\$18.00	\$18.39	\$18.78	\$19.51	\$20.25	\$20.65	S3
S4	\$16.47	\$16.99	\$17.50	\$18.23	\$18.95	\$19.36	\$19.77	\$20.54	\$21.31	\$21.74	S4
S5	\$17.34	\$17.88	\$18.43	\$19.18	\$19.94	\$20.38	\$20.81	\$21.62	\$22.44	\$22.88	S5
S6	\$18.25	\$18.82	\$19.40	\$20.19	\$20.99	\$21.45	\$21.91	\$22.76	\$23.62	\$24.09	S6
S7	\$19.22	\$19.82	\$20.42	\$21.26	\$22.10	\$22.58	\$23.06	\$23.96	\$24.86	\$25.36	S7
S8	\$20.23	\$20.86	\$21.49	\$22.38	\$23.26	\$23.77	\$24.27	\$25.22	\$26.17	\$26.69	S8
S9	\$21.29	\$21.96	\$22.62	\$23.55	\$24.48	\$25.02	\$25.55	\$26.55	\$27.55	\$28.10	S9
S10	\$22.41	\$23.11	\$23.81	\$24.79	\$25.77	\$26.33	\$26.89	\$27.94	\$29.00	\$29.58	S10
S11	\$23.59	\$24.33	\$25.07	\$26.10	\$27.13	\$27.72	\$28.31	\$29.42	\$30.52	\$31.13	S11
S12	\$24.83	\$25.61	\$26.38	\$27.47	\$28.56	\$29.18	\$29.80	\$30.96	\$32.13	\$32.77	S12
S13	\$26.14	\$26.96	\$27.77	\$28.92	\$30.06	\$30.71	\$31.37	\$32.59	\$33.82	\$34.49	S13
S14	\$27.52	\$28.38	\$29.24	\$30.44	\$31.64	\$32.33	\$33.02	\$34.31	\$35.60	\$36.31	S14
S15	\$28.96	\$29.87	\$30.77	\$32.04	\$33.31	\$34.03	\$34.76	\$36.11	\$37.47	\$38.22	S15
S16	\$30.49	\$31.44	\$32.39	\$33.73	\$35.06	\$35.82	\$36.59	\$38.02	\$39.44	\$40.23	S16
S17	\$32.09	\$33.10	\$34.10	\$35.50	\$36.91	\$37.71	\$38.51	\$40.02	\$41.52	\$42.35	S17
S18	\$33.78	\$34.84	\$35.89	\$37.37	\$38.85	\$39.69	\$40.54	\$42.12	\$43.71	\$44.58	S18
S19	\$35.56	\$36.67	\$37.78	\$39.34	\$40.89	\$41.78	\$42.67	\$44.34	\$46.01	\$46.93	S19
S20	\$37.43	\$38.60	\$39.77	\$41.41	\$43.05	\$43.98	\$44.92	\$46.67	\$48.43	\$49.40	S20
S21	\$39.40	\$40.63	\$41.86	\$43.59	\$45.31	\$46.30	\$47.28	\$49.13	\$50.98	\$52.00	S21
S22	\$41.48	\$42.77	\$44.07	\$45.88	\$47.70	\$48.73	\$49.77	\$51.71	\$53.66	\$54.73	S22

Personnel Committee Agenda Item Report

Meeting Date: September 10, 2019

Submitted by: Diana Depaolo

Submitting Department: Personnel

Item Type: Discussion

Agenda Section:

Subject:

Human Resources Department

Suggested Action:

In October 2018 we filled the vacant Director of Human Resources position as a Deputy Director. This was done for two reasons. First, we were continuing our exploration to try to share the position. Second, the lack of municipal experience that Diana brought to the position, we wanted to make sure that the potential we saw would be realized before consideration of upgrading the position. It is the recommendation of both Brian and I that we formally upgrade Diana to the Director of Human Resources position given the performance and her expertise. The compensation adjustment will occur on her anniversary, October 1st. For reference, the Director position is a level 19 (\$73,965 - \$97,606). As the Deputy, the position is a level 16 (\$63,416 - \$83,685).

Attachments:

Personnel Committee Agenda Item Report

Meeting Date: September 10, 2019

Submitted by: Diana Depaolo

Submitting Department: Personnel

Item Type: Discussion

Agenda Section:

Subject:

Dearborn Insurance

Suggested Action:

We have invited our broker, Dan Cote, to present information/updates about the process for finding a replacement policy for Dearborn.

Attachments:

Personnel Committee Agenda Item Report

Meeting Date: September 10, 2019

Submitted by: Diana Depaolo

Submitting Department: Personnel

Item Type: Discussion/Approval

Agenda Section:

Subject:

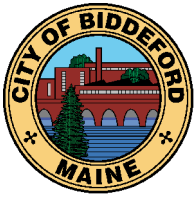
Past Practice

Suggested Action:

Attachments:

[Exceptions Memo.docx](#)

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Department Heads
FROM:	James A. Bennett, City Manager
DATE:	September 6, 2019
RE:	Compliance with Union Contracts

Per the direction of the Personnel Committee at their September 10, 2019 meeting, the City Manager is obligated to report back to the committee whenever an action is taken by a Department Head that may become a past practice. Consistent with that directive, you are hereby expected to comply with that directive by taking the following steps:

1. No sidebar agreements to the union contract can be entered into without the signature of the City Manager. The City Manager shall be given prior notice of the potential of a side bar agreement when it becomes known to the department head.
2. Any management decision that is being considered where there is either
 - a. No language to govern the specific action, or
 - b. The contract language is considered unclear or has ambiguity,shall be discussed and approved by the City Manager or the Human Resource Director prior to the action being taken.

Personnel Committee Agenda Item Report

Meeting Date: September 10, 2019

Submitted by: Diana Depaolo

Submitting Department: Personnel

Item Type: Discussion

Agenda Section:

Subject:

Update on the Engage2Empower Program

Suggested Action:

Attachments:

Personnel Committee Agenda Item Report

Meeting Date: September 10, 2019

Submitted by: Diana Depaolo

Submitting Department: Personnel

Item Type: Discussion

Agenda Section:

Subject:

Fire Department Recruiting/Hiring

Suggested Action:

Chief Gagne will provide update/info

Attachments: