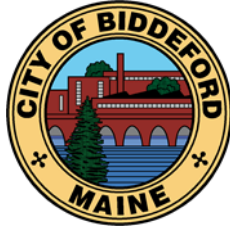




City of Biddeford
Personnel Committee
June 18, 2024 at 4:00 PM
City Hall Council Chambers

1. Call to Order
2. Approval of Minutes
 - 2.a 20240523 Meeting Minutes
3. Discussion
 - 3.a DEI Coordinator to fill Deputy HR Director Position
4. Other Business
5. Adjourn



PERSONNEL COMMITTEE MEETING

Tuesday, May 21st, 2024
Human Resources Department

4 PM

Minutes

ITEM 1 Call to Order

Chair Councilor William Emheiser called the meeting to order at 4:04PM with Councilors Doris Ortiz present, Councilor Scott Whiting present via zoom, and Councilor Norm Belanger present. Also present were Jim Bennett (City Manager), Diana DePaolo (Director of Human Resources), Justin Banks (Safety & Training Coordinator), and Shelly Gibson (DEI Coordinator).

ITEM 2 Acceptance of Minutes

Counselor Belanger made a motion to approve the minutes from January 9th, 2024, and February 27th, 2024. Councilor Ortiz seconded the motion. The motion was approved unanimously.

ITEM 3 Discussion

3.1 Changes to Nonunion vacation carryover language Vacation carryover edits

- Counselor Belanger made a motion for discussion. Councilor Ortiz seconded the motion.
- Historically the policy was to rollover any vacation, regardless of amount. This was inherited by City Manager and was determined to be too much moving forward. Employees will have up to 2 week's carryover each year, maximum. If someone leaves with more than 2 weeks of vacation remaining, they will only be able to be paid out for the maximum of they would have earned that year.
- Re: Section F: Counselor Belanger requested that the policy explicitly state that the hours over what an employee has earned will not be available to use. Additionally, he suggested to have something in the policy about only being able to use 2 consecutive weeks, perhaps with language that states "per approval by supervisor with no more

than 2 consecutive weeks. Any more than that must be done with the consent/special approval by the City Manager.”

- Counselor Emheiser requested that “upon offer of employment” be added to Section C.
- A motion was made to approve the policy with the above edits. It was approved unanimously.
- The City Manager stated the new policy will be effective immediately.

3.2 Discussion of changes to General Assistance position Unhoused Services and GA Supervisor

- Counselor Ortiz made a motion to open the discussion. Counselor Belanger seconded the motion.
- The City Manager reminded the committee that this position would help support transitional housing and those that are moving away from being unhoused, so that it is more transparent who the people are working with GA in the City of Biddeford.
- The City Manager clarified that he was asking the committee for any initial feedback rather than a vote, so a description could be finalized and then a full package be put together for the City Council to review and ultimately approve/deny.
- Largely the committee agreed with the language. Suggestions were made to remove ‘provincial’ and staff will adjust the language about equity and social justice so it is in alignment with all employee postings.

ITEM 4 Other Business

ITEM 5 Adjourn

Motion to adjourn, 4:35PM, unanimous.

Personnel Committee Members:

Councilor William Emheiser, Chair

Councilor Norman Belanger

Councilor Doris Ortiz

Councilor Scott Whiting



Personnel Committee

Meeting Date: Tuesday, June 18, 2024

Meeting Time: 4pm

Agenda Item No: 1

Item Description: DEI Coordinator to fill Deputy HR Director Position

Submitted by: Diana DePaolo, HR Director

Executive Summary:

The Human Resources Department currently has no Deputy Director. This is the last department in the City where a clear position to fill the Director's role in their absence and to provide backup to the duties necessary to maintain the efficient operation of the department has not been established. The Deputy role will encompass all of the current work of the DEI Coordinator.

Detailed Review:

The City has been working towards ensuring that Departments have adequate levels of management to ensure succession planning and full coverage of managerial duties under most circumstances. The Human Resources Department does not have a Deputy role and therefore has no staff to learn the Director's duties and role and provide coverage as needed.

The work of the DEI Coordinator has been critical to moving the organization forward in terms of culture and morale. Shelly Gibson who is in this role currently has many years of employee development and training experience at a leadership level. Her work around employee relations and DEI will continue to be central to the role of Deputy Human Resources Director.

Funding Source:

Funding for the DEI Coordinator (level 13) will shift to funding the Deputy Director position (level 17), which is currently unfunded.

Staff Recommendation:

Vote to move funding from DEI Coordinator to Deputy Human Resources Director.

City of Biddeford
Deputy Human Resources Director

Position Overview:

The Deputy Human Resources Director will play a pivotal role in fostering a positive organizational culture, promoting diversity, equity, and inclusion (DEI), and ensuring effective employee relations within the municipality. This position will encompass a comprehensive range of human resources functions with a particular focus on employee relations and DEI initiatives.

Responsibilities:

1. **Employee Relations:**

- Develop and implement strategies to enhance employee engagement and satisfaction.
- Serve as a primary point of contact for addressing employee concerns, conflicts, and grievances.
- Conduct investigations into employee complaints and recommend appropriate resolutions in compliance with organizational policies and relevant legislation.
- Assist Director with addressing performance issues and develop improvement plans when necessary.
- Provide guidance and training to supervisors and employees on best practices for maintaining positive working relationships.

2. **Diversity, Equity, and Inclusion (DEI) Initiatives:**

- Lead efforts to promote diversity, equity, and inclusion throughout the organization.
- Develop and implement DEI training programs for employees and management to foster a more inclusive workplace culture.
- Partner with community organizations and educational institutions to enhance diversity recruitment efforts.
- Analyze workforce demographics and identify areas for improvement in DEI practices.
- Stay abreast of legislative changes and emerging trends in DEI to ensure the municipality remains at the forefront of inclusivity.

3. **Human Resources Administration:**

- Assist the Human Resources Director in overseeing all aspects of HR administration, including recruitment, onboarding, union issues, policy administration, and performance management.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Maintain accurate and up-to-date HR records and databases.

- Prepare reports and presentations on HR metrics and initiatives for senior management and elected officials.
- Collaborate with the HR team to develop and implement policies and procedures that align with organizational goals and values.

****Qualifications:****

- Bachelor's degree in Human Resources Management, Business Administration, or a related field (Master's degree preferred).
- Minimum of 5 years of progressive experience in human resources, with a focus on employee relations and DEI.
- Thorough knowledge of employment laws and regulations, particularly in the state of Maine.
- Strong interpersonal and communication skills, with the ability to build relationships at all levels of the organization.
- Proven track record of implementing successful diversity and inclusion initiatives.
- Exceptional organizational and problem-solving abilities.
- Ability to handle sensitive information with confidentiality and discretion.

****Working Environment:****

The Deputy Human Resources Director will work in an office environment within the municipality, with occasional travel for meetings, training, and community outreach events. This position may require some evening or weekend work to accommodate employee schedules and organizational needs.

APPENDIX A – COMPENSATION POLICY

- 1. Pay levels:** the following pay levels shall be established for the non-union employees of the City:

Level 25

Chief Operating Officer
Finance Director
Police Chief
Public Works Director

Level 24

Fire Chief

Level 23

Waste Water Treatment Plant Superintendent

Level 22

Assessor
Deputy Police Chief
Deputy Public Works Director
Director of Engineering
Economic & Community Development Director

Level 21

Assistant Fire Chief
Deputy Finance Director
Human Resources Director

Level 20

*Building Supervisor (includes schools)**
Deputy Fire Chief
Director of Code Enforcement/EMA Director
Information Technology Director
Recreation Director

Level 19

City Clerk
*Deputy Director Econ & Com Development**
*Deputy Director of Engineering**
Operations Manager (Public Works)

Level 18

Deputy Assessor
Director of Communications/Assistant to the City Manager
Staff Accountant

Level 17

City Planner
Deputy Human Resource Director
Deputy Rec Director
*Staff Engineer**

Level 16

*Comptroller**

Level 15

Assistant City Planner
CDBG Administrator
Communications Coordinator
Deputy City Clerk
Deputy Code Enforcement Director
Economic Development Coordinator
Executive Assistant II
GA Supervisorⁱ

Level 14

Community Engagement Specialist
GIS Coordinator
Tax Collector

Level 13

Community Development Coordinator
Lead Risk Assessor/Housing Rehab Coordinator
Office Manager (City Clerk Office)
Revenue Analyst
*DEI Coordinator**
Safety and Training Coordinator

Level 12

CALEA Planner
Code Enforcement Officer II
Community Liaison/Lead Program Assistant
Engineering Tech
Executive Assistant I
Human Resource Specialist

Level 11

Administrative Assistant II
Airport/Facilities Manager^{i}*
Code Enforcement Officer I
*Surveyor**

Level 10

Administrative Assistant I
GA Customer Service Clerk
Recreation Program Coordinator II

Level 9

Administrative Clerk II
Finance Clerk
*Management Analyst**
Public Access Technician II
Recreation Program Coordinator I

Level 8

Administrative Clerk I
Customer Service Clerk II
Public Access Technician I

Level 7

Customer Service Clerk I

Level 6

Level 5

Facilities Maintenance II

Recreation III

Level 4

Recreation II

Level 3

Level 2

is not at a department head level

*not a position that is currently funded or under consideration

2. **Pay scale:** The City shall have a pay scale for all regular, non-union employees. The pay scale as of July 1st, 2024 is included. The pay scale shall provide guidance for the initial placement of employees based on employment history. Annually, the City Council will determine and establish by resolution the change or 'aging' of the pay scale at the time of the annual budget adoption.
3. **Administration:** The various provisions of the pay plan shall be administered in accordance to the following:
 - a. New Employees. New employees will be placed on the appropriate pay level based on the position classification. The employee will also be placed at the appropriate step based on relative experience. All initial placement decisions will be reviewed and recommended by the Director of Human Resources and approved by the City Manager.
 - b. Promotions and Supervisory Appointments. An employee promoted shall be placed at the appropriate pay level for the new position. The employee will also be placed at the appropriate step based on relative experience. The exact adjustment shall be recommended by the Director of Human Resources and approved by the City Manager.
 - c. Transfers. No adjustment to an employee's salary shall be made when an employee moves laterally between positions in the same class grade.
 - d. Demotions. In the event of a demotion, the employee's wage rate will be altered, if necessary, to coincide with the new assigned class grade in accordance to the City's Personnel Policy entitled Classification and Pay Plan. The exact adjustment shall be recommended by the Director of Human Resources and approved by the City Manager.
4. **Merit Increases:** The City Council may, on a yearly basis, allow employees assigned to the pay plan an increase based on performance. Such performance must be evaluated by the employee's immediate supervisor during the preceding twelve (12) months recommending no increase or an amount not to exceed that which has been authorized by the City Council. However, at no time may an increase exceed the maximum rate of a class grade. Such increase, if granted, shall generally be effective on the first (1st) payroll in July unless a supervisor determines that some other date would assist to improve an employee's performance. (Such other date shall be after July 1st but before the end of the fiscal year.)

5. Reclassification Procedure: An employee whose job functions and/or level of skill that has been significantly altered as a result of a change in job duties may request consideration for reclassification according to the following procedure:

- a. The initial request will be submitted to the employee's department head.
- b. The department head will evaluate the request and recommend approval or disapproval to the City Manager.
- c. The City Manager will refer the request to the Director of Human Resources for evaluation and recommend approval or disapproval to the City Manager.
- d. The City Manager will then either approve or disapprove the request.
- e. The City Manager shall notify the City Council of any approved reclassifications.

6. Implementation: The City Manager shall implement the change to this Compensation Policy as authorized by the City Council and hereto in overseen by the Personnel Committee.

APPENDIX B – PAY SCALE

<i>Level</i>	<i><u>Lowest</u></i>	<i><u>Highest</u></i>	<i>Level</i>	<i>Level</i>	<i><u>Lowest</u></i>	<i><u>Highest</u></i>	<i>Level</i>
<i>S1</i>	\$33,787	\$44,586	<i>S1</i>	<i>H1</i>	\$16.24	\$21.44	<i>H1</i>
<i>S2</i>	\$35,565	\$46,932	<i>S2</i>	<i>H2</i>	\$17.10	\$22.56	<i>H2</i>
<i>S3</i>	\$37,437	\$49,402	<i>S3</i>	<i>H3</i>	\$18.00	\$23.75	<i>H3</i>
<i>S4</i>	\$39,407	\$52,002	<i>S4</i>	<i>H4</i>	\$18.95	\$25.00	<i>H4</i>
<i>S5</i>	\$41,481	\$54,739	<i>S5</i>	<i>H5</i>	\$19.94	\$26.32	<i>H5</i>
<i>S6</i>	\$43,664	\$57,620	<i>S6</i>	<i>H6</i>	\$20.99	\$27.70	<i>H6</i>
<i>S7</i>	\$45,962	\$60,653	<i>S7</i>	<i>H7</i>	\$22.10	\$29.16	<i>H7</i>
<i>S8</i>	\$48,381	\$63,845	<i>S8</i>	<i>H8</i>	\$23.26	\$30.69	<i>H8</i>
<i>S9</i>	\$50,928	\$67,206	<i>S9</i>	<i>H9</i>	\$24.48	\$32.31	<i>H9</i>
<i>S10</i>	\$53,608	\$70,743	<i>S10</i>	<i>H10</i>	\$25.77	\$34.01	<i>H10</i>
<i>S11</i>	\$56,430	\$74,466	<i>S11</i>	<i>H11</i>	\$27.13	\$35.80	<i>H11</i>
<i>S12</i>	\$59,400	\$78,385	<i>S12</i>	<i>H12</i>	\$28.56	\$37.69	<i>H12</i>
<i>S13</i>	\$62,526	\$82,511	<i>S13</i>	<i>H13</i>	\$30.06	\$39.67	<i>H13</i>
<i>S14</i>	\$65,817	\$86,854	<i>S14</i>	<i>H14</i>	\$31.64	\$41.76	<i>H14</i>
<i>S15</i>	\$69,281	\$91,425	<i>S15</i>	<i>H15</i>	\$33.31	\$43.95	<i>H15</i>
<i>S16</i>	\$72,927	\$96,237	<i>S16</i>	<i>H16</i>	\$35.06	\$46.27	<i>H16</i>
<i>S17</i>	\$76,766	\$101,302	<i>S17</i>	<i>H17</i>	\$36.91	\$48.70	<i>H17</i>
<i>S18</i>	\$80,806	\$106,633	<i>S18</i>	<i>H18</i>	\$38.85	\$51.27	<i>H18</i>
<i>S19</i>	\$85,059	\$112,246	<i>S19</i>	<i>H19</i>	\$40.89	\$53.96	<i>H19</i>
<i>S20</i>	\$89,536	\$118,153	<i>S20</i>	<i>H20</i>	\$43.05	\$56.80	<i>H20</i>
<i>S21</i>	\$94,248	\$124,372	<i>S21</i>	<i>H21</i>	\$45.31	\$59.79	<i>H21</i>
<i>S22</i>	\$99,208	\$130,918	<i>S22</i>	<i>H22</i>	\$47.70	\$62.94	<i>H22</i>
<i>S23</i>	\$104,169	\$137,464	<i>S23</i>	<i>H23</i>	\$50.08	\$66.09	<i>H23</i>
<i>S24</i>	\$109,377	\$144,337	<i>S24</i>	<i>H24</i>	\$52.59	\$69.39	<i>H24</i>
<i>S25</i>	\$114,846	\$151,554	<i>S25</i>	<i>H25</i>	\$55.21	\$72.86	<i>H25</i>