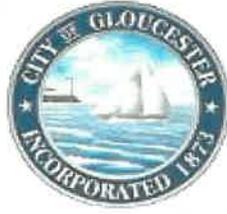


CITY CLERK
GLOUCESTER, MA
2020 SEP 14 PM 3:06



GLOUCESTER CITY COUNCIL
Ordinances & Administration Committee
Monday, September 21, 2020 - 6:00 p.m.
REMOTE SPECIAL MEETING
AGENDA

(Items may be taken out of order at the discretion of the Committee)

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 25 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real-time. Persons who wish to do so are invited to view the meeting at:

Join from Computer, Smart Device: <https://us02web.zoom.us/j/85092197700>

Join via Phone: 1 (312) 626-6799, Alternate: 1 (346) 248-7799

Meeting ID: 850 9219 7700

Please visit <http://gloucester-ma.gov/remote-public-meetings> for instructions and guidance on how to join a remote meeting

1. *Management Appointment*

HR Director

Holly Dougwillo (fulfilling an unexpired term)

TTE 2/14/21

2. CC#2020-011 (Holmgren): Ordered that the City Council, based on a Traffic Commission Speed Study, petition the MassDOT to reduce the speed limit on Nashua Avenue to 15 MPH **(To Be Withdrawn)**

COMMITTEE

Chair, Councilor Sean Nolan

Vice Chair, Councilor Steven LeBlanc

Councilor Jamie O'Hara

CC: Mayor Sefatia Romeo Theken
Joanne Senos
Vanessa Krawczyk
Chip Payson
Holly Dougwillo

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TO: City Council
FROM: Sefatia Romeo Theken, Mayor
DATE: September 2, 2020
RE: Human Resources Director Staff Appointment

Members of the City Council:

I am pleased to submit Holly Dougwillo, currently the Interim Human Resources Director, for confirmation as the Human Resources Director for the City of Gloucester. Holly has been a City of Gloucester employee for 26 years, serving in various HR roles for more than 20 years.

Prior to her temporary appointment to Interim Human Resources Director, she worked alongside recently retired Human Resources Director Donna Leete as the Assistant Human Resources Director.

Holly has served in a variety of diverse human resources roles with the City including: recruitment, employee benefits, workers compensation benefits, occupational safety, and human resources management. She is also responsible for the Personnel Department's internal administrative and information system support activities and has experience in developing and managing the department's fiscal budget.

Holly's extensive background and experience as a human resources professional made her the best choice to serve as our next Human Resources Director. During her tenure with the City, Holly has proven to be a smart, dedicated, and knowledgeable professional who has successfully managed increasing levels of responsibility as she rose up through the ranks. She is a well-known, respected member of the City organization and I'm proud to promote her to the HR Director position.

I am confident that you will agree that her experience will serve the City well. Please refer this matter to the Ordinance and Administration Standing Committee for review and approval.

Should you have any questions or need any additional information please let me know.

###

A handwritten signature in black ink, appearing to read 'Sefatia Romeo Theken', written over a horizontal line.

Sefatia Romeo Theken

CITY OF GLOUCESTER

Job Description

Title: Human Resources Director

Supervisor: Chief Administrative Officer

Grade: M9

Civil Service: Exempt **Union:** N/A

Supervision

Exercised: Provides direct supervision to Personnel Assistant and Worker's Compensation/Benefits Agent. Provides working guidance to two staff in Payroll Office regarding Human Resource reporting requirements and union contractual payments.

Responsibilities:

Responsible for maximizing employee development and promoting the efficient and cost-effective management of City services; develops and maintains a variety of employee support programs to achieve this objective. Major areas of operation include employment, training, benefits administration, labor relations and record-keeping/reporting. Work is highly complex, requiring significant judgment, independent decision-making and initiative.

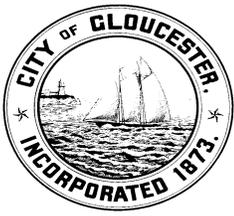
Duties:

- ◆ Administers the City's comprehensive Personnel Ordinance, including the attendant classification and compensation plans for municipal employees. Submits all recommendations for changes to the Mayor and City Council for approval.
- ◆ Formulates issues, amends or revokes subject to the Mayor's approval, policies and administrative regulations for the purpose of giving effect to the provisions of City ordinances and relevant State and Federal regulations governing personnel management.
- ◆ Negotiates and administers collective bargaining agreements with municipal unions. Prepares collective bargaining agendas for the approval of the Mayor and Administrative Assistant to the Mayor; serves as Hearing Officer at grievance meetings, Civil Service hearings or other hearings as designated by the Mayor.
- ◆ Advises and assists the Administrative Assistant to the Mayor, Department Heads and elected and supervisory officials regarding personnel matters, including the enforcement of collective bargaining agreements, State and Federal laws and personnel policies and procedures.
- ◆ Develops and coordinates written guidelines or policies for uniform personnel practices and procedures for City departments.

- ◆ Develops and administers a merit-based recruitment and placement program for municipal employees. Administers employee orientation program.
- ◆ Plans, develops and conducts training programs; promotes staff professional development.
- ◆ Studies classification, assignment and utilization of City personnel and prepares recommendations for approval of Mayor, elected officials and Department Heads.
- ◆ Acts as administrative liaison for City and School Departments regarding Civil Service registration and information. Serves as local Labor Service administrator and enforces Civil Service regulations.
- ◆ Develops and maintains a personnel record system incorporating vital statistics and other pertinent data. Coordinates automated human resources information system (HRIS) with payroll database; prepares all required reports, i.e. EEO-4, census, etc. as required.
- ◆ Develops, establishes and coordinates a municipal employee safety program for the City.
- ◆ Administers all employee and retiree benefit programs, including Workers' Compensation, Unemployment Insurance, Health Insurance, Life Insurance, Deferred Compensation, Section 125 and payroll deduction options, i.e. fitness benefits, United Way contributions etc. Assists the School Department as needed in standard administrative procedures, benefits communications.
- ◆ Develops, establishes and coordinates an affirmative action and equal employment program for the City.
- Negotiates with the Public Employee's Committee regarding health insurance.

Qualifications:

- Bachelor's degree in human resources or a related field and 5 years increasingly responsible experience in HR management OR equivalent experience. Prior experience in municipal environment preferred.
- ◆ Advanced training in human resource management preferred. Experience must include a minimum of two years in benefits administration, two years supervisory experience and two years experience in labor/contract negotiations.
- ◆ Excellent organizational and communication skills, both oral and written.
- ◆ Demonstrated skills in negotiations/conflict resolution.
- ◆ Proven skills in budget management.



**CITY OF GLOUCESTER 2020
CITY COUNCIL ORDER**

ORDER: CC#2020-011
COUNCILLORS: Jen Holmgren

DATE RECEIVED BY COUNCIL: 8/25/20
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the City Council, based on a Traffic Commission Speed Study, petition the MassDOT to reduce the speed limit on Nashua Avenue to 15 MPH.

FURTHER ORDERED that this matter be referred to the Ordinances and Administration Standing Committee for review and recommendation to City Council.

Jen Holmgren
Councilor at Large