



City of Bristol
Salary Committee

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Meeting ID: 872 0697 6676
Passcode: 123456
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The Salary Committee Special meeting will be held on July 1, 2025, at 4:30 PM. in HR Conference room, 111 North Main Street, Bristol, CT.

AGENDA

1. Call to Order
2. New Business
 - a. 1. To eliminate the position of Assistant Director of Human Resource
 2. To create a new position of Human Resources Generalist at Code 3 on the non-bargaining salary schedule
3. Adjournment

PER ORDER OF THE CHAIRPERSON
Cheryl Thibeault

City of Bristol

Title: Human Resources Generalist (Exempt-Confidential)

Department: Human Resources

Created 6/4/25

POSITION SUMMARY: This position supports the operations of the Human Resources Department in the management and administration of programs and activities including but not limited to Staffing and Retention, Budget Preparation, Compensation and Classification systems, Professional Development, Risk Management, HRIS, Labor/ Employee Relations and Policies and Procedures. Performs complex administrative, analytical and technological work of a confidential nature.

SUPERVISION RECEIVED: Receives general supervision from the Director of Human Resources.

SUPERVISION EXERCISED: Gives supervision to HR support staff.

ESSENTIAL FUNCTIONS: Determines priority of work tasks. Relieves Director of administrative detail. Transmits and explains Director's instructions to proper persons, and follows up for compliance, completeness, and conformance with deadlines. Performs special assignments, studies, and complex administrative functions as directed. Develops and maintains confidential and complex records and files.

Acts as project manager or team member on various HR related projects including ongoing efforts to gain efficiencies in HR processes.

Assists in the preparation of the budget, monitors and tracks HR budget during the fiscal year.

Coordinates with Comptroller to resolve HR/Payroll issues.

Enters and retrieves information from databases. Maintains employee intranet.

Assists in negotiating contracts with the Director, including data gathering, research and proposal development.

Provides support to the Salary/Personnel Committee of the City Council, including agenda preparation and posting, attending meetings, and draft minutes.

Assists Director in the administration of various programs such as: Unemployment, Employee Assistance, Family Medical Leave Act (FMLA) administration, CT Paid Sick Leave, CDL clearinghouse administration.

Coordinates professional development programs for employees.

Assists in recruitment programs including preparation of job announcements; processing of applications; monitoring personnel tests; setting up interview panels. Participates in Oral Panel interviews of candidates ensuring policy compliance. Conducts employee on-boarding and off-boarding processes.

Provides customer service to employees, retirees and the public.

Composes and types routine and more complex correspondence and reports including graphs and tables.

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT:

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary).

Performs duties in an office environment. Routinely and intermittently exposed to computer screen and must take periodic breaks from the screen. May be required to lift and move light to medium weights up to 25 pounds. Uses repetitive motions in operating office equipment including keyboards, calculators, fax machines and copiers. Must be able to hear clearly (correctable to within normal limits) to record telephone information and to see (vision correctable to 20/20) to complete paperwork, applications and forms. Ability to concentrate on detailed and complex issues with interruptions, pressure and changing priorities. May be required to drive to off-site training classes and for incidental tasks. There is some stress in meeting deadlines and in interacting with the public.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principals and practices of public Human Resources administration. Ability to apply working knowledge of regulations and legal requirements of assigned department activities. Ability to work independently. The ability to communicate effectively both orally and in writing is necessary. Ability to manage programs. Ability to accurately process large amounts of paperwork. Ability to develop and maintain complex electronic (computer) and paper records and files. Ability to perform arithmetic calculations including ratios, rates and decimals. Ability to keep accurate records. Ability to relate positively to staff members and the general public. Ability to communicate information in a clear and concise manner.

MINIMUM QUALIFICATIONS: Bachelor's degree in Human Resources or closely related field and four (4) years increasingly responsible experience in Human Resources, or eight (8) years' experience which demonstrates possession of the required knowledge, skills and abilities. Experience using Microsoft Outlook, Word and Excel at an intermediate level.

PREFERRED: Municipal Human Resources experience

LICENSE(S) AND/OR CERTIFICATION: Valid Driver's License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

NON-BARGAINING SALARY SCHEDULE: JULY 1, 2025

S T E P S

Job Title		Salary Level	1	2	3	4	2.00%
Assistant to the Comptroller Executive Assistant to the Mayor	H O U R L Y	1	\$37.24	\$38.90	\$40.65	\$42.65	
Administrative Assistant-Police Human Resources Analyst		2	\$40.94	\$42.78	\$44.66	\$46.90	
Human Resources Generalist		3	\$80,051	\$83,649	\$87,325	\$91,705	
Town & City Clerk		4	\$122,226	\$127,456	\$132,921	\$139,260	
Assistant Corporation Counsel		5	\$136,629	\$142,527	\$148,694	\$155,852	
Police Deputy Chief		6	\$140,222	\$146,260	\$152,575	\$159,911	
Director of Human Resources		7	\$143,502	\$149,687	\$156,156	\$163,676	
Director of Public Works Superintendent of Water & Sewer		8	\$164,938	\$172,261	\$179,907	\$187,893	