

MEMORANDUM OF AGREEMENT

This Agreement is entered into this _____ day of _____, 2024, by and between AFSCME 35, Council 93, Local 346, acting through their duly authorized President (hereinafter "Union"), and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield ("City"), for the following purposes:

1. The parties agree that the position of Accountant will no longer be represented by the Union. As grounds, the parties believe the positions and job responsibilities as defined in the job description would be better suited in the Westfield Professional Employee Association contract.
2. Therefore, the City and the Union, in consideration of the mutual covenants contained herein, agree that the position of Accountant shall be removed from the rolls of membership for the AFSCME collective bargaining agreement.
3. The Parties agree that this agreement shall not serve as precedent for any other case pending or for any subsequent claims made in the future. This agreement is specifically intended not to constitute a practice in any way.
4. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD

FOR AFSCME, COUNCIL 93,
LOCAL 346



Michael McCabe, Mayor

Date: 2-1-24



Kimberly Sienkiewicz, President

Date: 1-26-2024

Law Department-Approved as to form:



Date: 1-29-24

MEMORANDUM OF AGREEMENT

This Agreement is entered into this _____ day of _____, 2023, by and between AFSCME, Council 93, Local 346, hereinafter "AFSCME", the collective bargaining agent through its duly authorized President, and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield or his designee agree as follows:

1. The parties agree that Crystal Afonso entered the unit as IT Principal Clerk at Grade 11, Step 4 on July 1, 2023.
2. Future step increases will occur on July 1 of subsequent years and will fall in line with the current negotiated bargaining agreement.
3. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.
4. The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and/or in any grievance or arbitration involving union employees. This Agreement is for the benefit of the above-named position(s) and no other employee in the AFSCME or any other City employee. The Union agrees that it will not grieve, nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

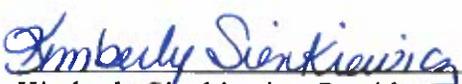
FOR THE CITY OF WESTFIELD



Michael A. McCabe, Mayor

Date: 10-70-23

FOR AFSCME



Kimberly Stenkiewicz, President

Date: 10-6-2023

Approved as to Form:



Law Department

Date: 10-5-23

MEMORANDUM OF AGREEMENT

This Agreement is entered into this _____ day of July, 2023, by and between AFSCME, Council 93, Local 346, hereinafter “AFSCME”, the collective bargaining agent through its duly authorized President, and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield or his designee agree as follows:

1. The parties agree that certain items in the recently ratified tentative agreement require clarification.
2. Agreement #1 will be replaced with the following:

ARTICLE XIII VACATIONS, paragraph 2 – replace with the following:

An employee shall be eligible for one (1) week of vacation with pay following the completion of ninety (90) days of service from his/her date of hire in the bargaining unit.

ARTICLE XIII VACATIONS, paragraph 3(a) – amend the first sentence as follows:

Upon the anniversary date of completion of one (1) year of employment as provided in 2. above, the employee will be credited with one (1) week of vacation with pay.

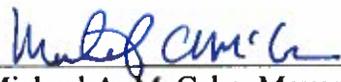
3. Agreement #2 will be replaced with the following:

ARTICLE XXVIII CLASSIFICATION PLAN AND PAY RATES – add new paragraph:

In addition to the wage paid an employee under the terms of this agreement, individuals shall receive a one-time payment of five hundred dollars (\$500) at the completion of twenty-nine (29) years of continuous employment, one thousand dollars (\$1,000) at the completion of thirty-four (34) years of continuous employment, and one thousand, five hundred dollars (\$1,500) at the completion of thirty-nine (39) years of continuous employment. Such payment shall be made on their anniversary date of employment.

4. This agreement will not be deemed a course of dealing between the parties nor shall it be considered precedent setting or held out as such in any future grievance, arbitration, or any legal proceeding of any kind. Additionally, each party reserves and retains any all legal rights that either party may have prior to this agreement. The parties agree that all other provisions contained in the collective bargaining agreement shall remain in full force and effect. There are no other understandings, either verbal or written, between the parties. The Agreement shall become effective immediately upon the execution of and by both the Union and City.

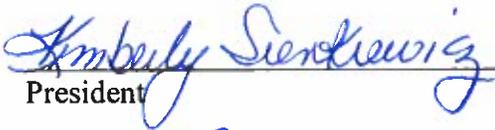
FOR THE CITY OF WESTFIELD



Michael A. McCabe, Mayor

Date: 7-18-23

FOR AFSCME



President

Date: 7-17-2023

Approved as to Form:



Law Department

Date: 7-17-23

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 6th day of June, 2023, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of the transfer of employee, Susan Gallo, hereinafter "Employee", as follows:

1. Employee currently holds the position of Principal Data Entry Clerk, a full-time hourly position, working thirty-five (35) hours in the City Clerk Department at City Hall. Employee transferred into this position effective January 9, 2023.
2. Notwithstanding Article XXXIII Transfers, No. 3, the parties agree to the transfer of the Employee to the position of Principal Clerk, a full-time position, working thirty-five (35) hours in the Building Department at City Hall effective June 5, 2023.
3. There are no other understandings, either verbal or written, between the parties with regard to this Memorandum of Agreement.
4. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.
5. The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and/or in any grievance or arbitration involving union employees. This Agreement is for the benefit of the above named position(s) and no other employee in the AFSCME or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

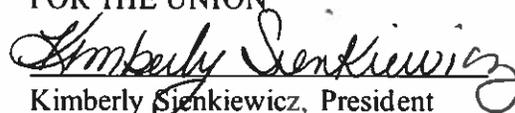
FOR THE CITY



Michael A. McCabe, Mayor

Dated: 6-7-23

FOR THE UNION

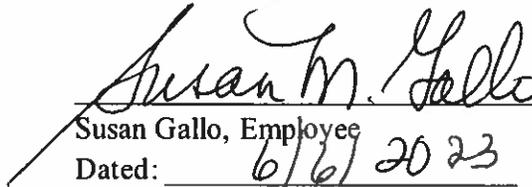


Kimberly Sienkiewicz, President

Dated: 6-7-2023

Approved as to Form:


Law Department


Susan Gallo, Employee
Dated: 6/6/2023

MEMORANDUM OF AGREEMENT AND RELEASE

This memorandum of agreement is entered into this _____ day of May, 2023, by and between the City of Westfield (hereinafter "City") and Anna Sabonis (hereinafter "Sabonis"), (collectively hereinafter "Parties") for the purpose of resolving a contract dispute.

Whereas, Sabonis was employed as the Head Clerk in the Police Department, a grade 11 position and had claimed that the Head Clerk position was misclassified and should have been a higher grade.

Whereas, there was a negotiation with a member of city administration to change the grade of the position, and,

Whereas, that negotiation did not result in a signed Memorandum of Agreement between the City and the Union but gave rise to an expectation by Sabonis that she would be paid at that rate; and

Whereas, the Parties prefer to resolve the perceived contract violation in an amicable and efficient manner.

Now, therefore, in consideration of the covenants and statements contained herein, the Parties agree as follows:

1. The City agrees to pay Sabonis the increase of the grade change from \$23.69 per hour to \$25.48 per hour for a total of 51 days from the date of October 1, 2021 through her date of resignation on December 10, 2021 equaling \$639.03.
2. The City agrees to pay Sabonis the increase of the grade change in Overtime from \$35.54 per hour to \$38.22 per hour for a total of 13.5 hours of overtime worked from November 22, 2021 through December 9, 2021 equaling \$36.25.
3. The City agrees to pay Sabonis \$242.99 representing the difference between the amount Sabonis was paid out as severance on January 7, 2022 and what she should have received with an increase of the grade change.
4. Sabonis agrees behalf of herself, her heirs, administrators, successors and assigns hereby unconditionally and irrevocably releases, acquits and forever discharges City, including but not limited to its Mayor, City Council, its officers, employees, agents, representatives, and elected officials, whether directly or indirectly, and whether individually or in their official capacities from any and all debts, actions, causes of action, suits, accounts, covenants, contracts, agreements, controversies, judgments, obligations, promises, damages, and losses, attorney's fees, and any and all claims, demands and liabilities whatsoever of every name and nature, whether directly or indirectly, personally or derivatively through others, whether known or unknown to, or whether suspected or unsuspected by her, both in law and in equity, which Sabonis has, or ever had, or ever may have, against the City, through the date of execution of the Agreement as a result of

or arising out of her employment, including but not limited to the Massachusetts Labor Relations Act, M.G.L. c. 150E; The Massachusetts Wage and Hour Laws, M.G.L. c. 151; The Massachusetts Wage Payment Statute, M.G.L. c. 149; or any other local, state or federal law, regulation or ordinance; Any public policy, express or implied contract, tort, or common law; and/or Any claim for costs, fees, or other expenses including attorneys' fees incurred in these matters.

CITY OF WESTFIELD

ANNA SABONIS



Mayor Michael A. McCabe



Date: 6-5-23

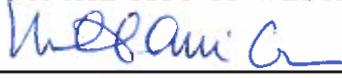
Date: 6-2-23

MEMORANDUM OF AGREEMENT

This Agreement is entered into this _____ day of May, 2023, by and between AFSCME, Council 93, Local 346, hereinafter "AFSCME", the collective bargaining agent through its duly authorized President, and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield or his designee agree as follows:

1. The position of Senior Clerk Typist - Police position in the Licensing Division of the City Clerk's Office (Grade 9) is hereby eliminated.
2. The parties agree that certain functions of the Senior Clerk Typist - Police position have been incorporated into the revised job description for the Principal Clerk (Grade 10) position in the Licensing Division of the City Clerk's Office, attached hereto.
3. The parties further agree that Kerri Francis shall be moved from the eliminated Senior Clerk Typist - Police Grade 9 position at step 9 to the Principal Clerk Grade 10 position at step 9.
4. The parties further agree that Kerri Francis has been performing some of the duties of the Grade 10 position prior to the signing of the Memorandum of Agreement and therefore compensation shall start at Grade 10/Step 9 effective March 22, 2023. Future step increases will fall in line with the current negotiated bargaining agreement.
5. This agreement will not be deemed a course of dealing between the parties nor shall it be considered precedent setting or held out as such in any future grievance, arbitration, or any legal proceeding of any kind. Additionally, each party reserves and retains any all legal rights that either party may have prior to this agreement. The parties agree that all other provisions contained in the collective bargaining agreement shall remain in full force and effect. There are no other understandings, either verbal or written, between the parties. The Agreement shall become effective immediately upon the execution of and by both the Union and City.

FOR THE CITY OF WESTFIELD



Michael A. McCabe, Mayor

Date: 5-22-23

FOR AFSCME



President

Date: 5-18-2023

EMPLOYEE



Kerri Francis

Date: 5-18-2023

MEMORANDUM OF AGREEMENT
(Out of Grade – Police Principal Clerk)

This Agreement is entered into this the ___ day of May 2023, by and between AFSCME, Council 93, Local 346, acting through their duly authorized President (hereinafter “Union”), and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield (hereinafter “City”) for the purpose of an out of grade pay for Alyssa Soto (hereinafter “Employee”), collectively referred to as the “Parties”), as follows:

1. It is understood by the Parties that Alyssa Soto has been performing a number of duties contained within the Head Clerk position, a Grade 11 position in the Collective Bargaining Agreement since July 1, 2022.
2. The Collective Bargaining Agreement, Article XIV: Working out of Classification states, that “in any case when an employee is qualified for and is temporarily required to regularly serve in and accept the responsibility for work in a higher class or position...such employee shall receive the entrance rate of that class or one step above his present rate, whichever is higher, while so assigned, but not less than 5% above his/her regular rate.”
3. The City agrees to pay the Employee at grade 11/step 2 retroactively to July 1, 2022 through February 27, 2023 and grade 11/step 3 retroactively to February 28, 2023.
4. The Parties agree that the out of grade pay authorized by this Memorandum of Agreement shall cease when the Head Clerk, Grade 11 position is filled.

The Parties agree that this Memorandum of Agreement shall not constitute a “past practice” between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and / or in any grievance or arbitration involving union employees. This Agreement is solely for the benefit of the above-named employee and position(s) and no other employee in the Union. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

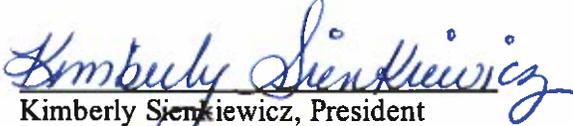
FOR THE CITY OF WESTFIELD



Michael McCabe, Mayor

Date: 5-17-23

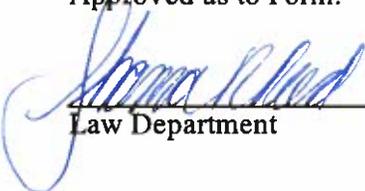
FOR AFSCME 93, Local 346



Kimberly Sienkiewicz, President

Date: 5-15-2023

Approved as to Form:



Law Department 5-15-2023

MEMORANDUM OF AGREEMENT
(Reclassification – Office Manager – Parks and Recreation)

This Memorandum of Agreement is entered into this the 15th day of ~~August~~^{Sept}, 2022 by and between the City of Westfield, (hereinafter "City"), as the employer by and through its duly authorized Mayor and the AFSCME Local 346 (hereinafter "Union") acting through their duly authorized President.

1. *Whereas, the City and Union have met and negotiated over the current position of Head Clerk in the Parks and Recreation Department;*
2. *Whereas, The Parties agree the responsibilities of the position along with increase in workflow are in line with an Officer Manager, Grade 13.*
3. *Nowtherefore, the parties hereby agree as follows:*
 - a. *Margaret Goralczyk, currently holding the position of Head Clerk, Grade 11, Step 12, will be reclassified as Office Manager, Grade 13, Step 12, effective July 1st, 2022;*
 - a. *The Union agrees to waive any notice, postings, or other promotional language with respect to this agreement and will not support any grievance in that regard;*
 - b. *This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.*

These Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City, nor shall it serve as precedent or evidence as to meaning of the parties' collective bargaining agreement or the terms and conditions of employment. The agreement shall not be raised or cited by either Party in any subsequent proceeding except to enforce the terms of this agreement. This agreement is for the benefit of the above named officers and no other employee in the Westfield Police Officer's Coalition or any other City Employee.

FOR THE CITY OF WESTFIELD



Michael McCabe, Mayor

Date: 9-15-22

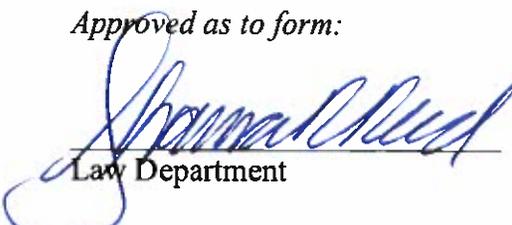
FOR THE UNION



Marisa Colon, President

Date: 9-15-22

Approved as to form:



Law Department

MEMORANDUM OF AGREEMENT
(Grade Reclassification)

This memorandum of agreement is entered into this the 11th day of May, 2022, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union," the collective bargaining agent through its duly authorized President, for the purpose of amending the salary levels, terms and conditions of employment of the below named employees:

1. It is understood and agreed between the parties that Brittany Rash, has executed an increased workload, duties, and projects within the Westfield Department of Public Works, performing the job duties of a Grade 10;
 - a. Retroactively effective from January 3rd, 2022, Brittany Rash will move to a Grade 10, Step 4; *to principal clerk RWP*
 - b. Upon Brittany Rash's separation from this position, this position will revert back to a Grade 9.

2. It is understood and agreed between the parties that Ilona Slivca, has executed an increased workload, duties, and projects within the Westfield Department of Public Works, performing the job duties of a Grade 10;
 - a. Retroactively effective from January 3rd, 2022, Ilona Slivca will move to a Grade 10, Step 3. *to principal clerk RWP*

3. Future step increases will fall in line with the current negotiated bargaining agreement.

4. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and / or in any grievance or arbitration involving union employees. This Agreement is solely for the benefit of the above-named employees and position(s) and no other employee in the Union or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

FOR THE CITY



Michael McCabe, *Mayor*
Dated: 5-17-22

FOR THE UNION



Marisa Colon, *President*
Dated: 5/11/22

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into this the ___ day of May, 2022 by and between the City of Westfield, hereinafter "City," as the employer by and through its duly authorized Mayor and AFSCME, Council 93, Local 346, hereinafter "Union" through its duly authorized President, for the purpose of entering into an agreement to the below named employee as follows:

1. *Colleen Fegan-Nunez shall hold the position of Principal Clerk in the Office of the Collector, compensation shall start at Grade 10, Step 3 effective April 25, 2022; future Step increases will fall in line with the current negotiated bargaining agreement.*

These Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, and / or in any grievance or arbitration involving union employees. This agreement is for the benefit of the above named position(s) and no other employee in the Union or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

FOR THE CITY OF WESTFIELD

FOR AFSCME, LOCAL 346

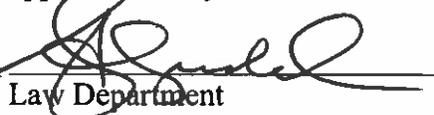

Michael McCabe, Mayor

Date: 5-17-22


Marisa Colon, President

Date: 5/12/22

Approved as to form


Law Department

Date: 5-16-22

Approved as to Form:



Law Department
Dated: 3-16-27

MEMORANDUM OF AGREEMENT
(Grade Reclassification)

This memorandum of agreement is entered into this the 11th day of May, 2022, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union," the collective bargaining agent through its duly authorized President, for the purpose of amending the salary levels, terms and conditions of employment of the below named employees:

1. It is understood and agreed between the parties that Brittany Rash, has executed an increased workload, duties, and projects within the Westfield Department of Public Works, performing the job duties of a Grade 10;
 - a. Retroactively effective from January 3rd, 2022, Brittany Rash will move to a Grade 10, Step 4;
 - b. Upon Brittany Rash's separation from this position, this position will revert back to a Grade 9.

2. It is understood and agreed between the parties that Ilona Slivca, has executed an increased workload, duties, and projects within the Westfield Department of Public Works, performing the job duties of a Grade 10;
 - a. Retroactively effective from January 3rd, 2022, Ilona Slivca will move to a Grade 10, Step 3.

3. Future step increases will fall in line with the current negotiated bargaining agreement.

4. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

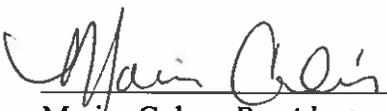
The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and / or in any grievance or arbitration involving union employees. This Agreement is solely for the benefit of the above-named employees and position(s) and no other employee in the Union or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

FOR THE CITY



Michael McCabe, *Mayor*
Dated: 5-17-22

FOR THE UNION



Marisa Colon, *President*
Dated: 5/11/22

Approved as to Form:

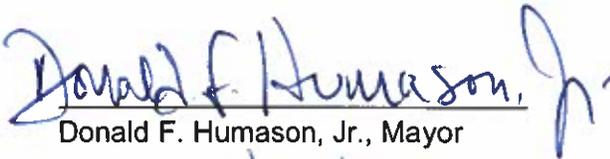

Law Department
Dated: 5-16-22

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 17th day of November, 2021, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of accepting a revised job description as follows;

1. The City and Union have met and negotiated over the current position of Head Clerk in the Health Department.
2. The Parties agree the responsibilities of the position along with increase in workflow are appropriately graded as a Grade 13 Office Manager.
3. Cheryl McMordie, currently holding the position of Head Clerk, Grade 13, Step 10, will be reclassified as Office Manager – Transfer Station, Grade 13, Step 10, effective November 1st, 2021.
4. Duties and responsibilities are outlined in the attached job description.
5. The Union agrees waive any notice, postings, or other promotional language with respect to this agreement and will not support any grievance in that regard.
6. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.
7. The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and / or in any grievance or arbitration involving union employees. This Agreement is for the benefit of the above named position(s) and no other employee in the AFSCME or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

FOR THE CITY


Donald F. Humason, Jr., Mayor

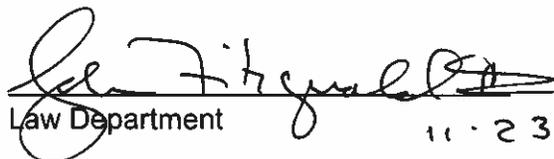
Dated: 11/23/21

FOR THE UNION


Marisa Colon, President

Dated: Nov. 17, 2021

Approved as to Form:


Law Department 11-23-21

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of August, 2021, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of clarifying the out of classification terms and conditions for Christine Fedora, Office Manager

1. It is understood and agreed between the parties that effective July 1, 2021, Christine Fedora will be working in an out of classification capacity in addition to her role as Office Manager. She will be performing the following duties:
 - a. Managing and communicating with Grantees;
 - i. Providing documentation to demonstrate compliance with administrative requirements and national objectives;
 - b. General assistance in the development of the annual action plan.
2. The Parties agree the responsibilities of the position have been modified.
3. The Parties agree that Christine Fedora will receive payment of \$750.00 per month (\$9,000.00 total for FY22) as fair compensation.
4. The Union agrees waive any notice, postings, or other promotional language governed by the CBA with respect to this Agreement and will not support any grievance in that regard.
5. This agreement will expire on June 30, 2022.
6. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and/or in any grievance or arbitration involving union employees. This Agreement is for the benefit of the above named position(s) and no other employee in the ASCME or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

FOR THE CITY OF WESTFIELD

Donald F. Humason, Jr.

Mayor Donald F. Humason, Jr.

Date: 9/3/21

FOR AFSCME, LOCAL 346

Maria Ellis

Union President

Date: 8-31-21

As to Form:

[Signature]

Law Department

Date: 9-3-2021

Christine Fedora

Christine Fedora, Employee

Date: 8-31-21

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 9th day of July, 2021, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of accepting a revised job description as follows;

1. The City and Union have met and negotiated over the current position of Head Clerk in the Fire Department.
2. The Parties agree the responsibilities of the position along with increase in workflow are appropriately graded as a Grade 13 Office Manager.
3. Patricia Breton, currently holding the position of Head Clerk, Grade 11, Step 11, will be reclassified as Office Manager, Grade 13, Step 11, effective July 1, 2021.
4. The Union agrees waive any notice, postings, or other promotional language with respect to this agreement and will not support any grievance in that regard.
5. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.
6. The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and / or in any grievance or arbitration involving union employees. This Agreement is for the benefit of the above named position(s) and no other employee in the AFSCME or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

FOR THE CITY

Donald F. Humason, Jr.
Donald F. Humason, Jr., Mayor

Dated: 7/13/21

Approved as to Form: only

[Signature]
Law Department

FOR THE UNION

Marisa Colon
Marisa Colon, President

Dated: 6/14/21

Patricia A. Breton
Patricia Breton, Employee

Dated: 6/14/21

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 5th day of June, 2021, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of accepting a revised job description as follows;

1. The City and Union have met and negotiated over the current position of Principal Data Entry Clerk in the Fire Department.
2. The Parties agree the responsibilities of the position along with increase in workflow are appropriately graded as a Grade 11 Head Clerk.
3. Christie-Ann Fillion, currently holding the position of Principal Data Entry Clerk, Grade 10, Step 10, will be reclassified as Head Clerk, Grade 11, Step 10, effective July 1, 2021.
4. The Union agrees waive any notice, postings, or other promotional language with respect to this agreement and will not support any grievance in that regard.
5. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.
6. The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and / or in any grievance or arbitration involving union employees. This Agreement is for the benefit of the above named position(s) and no other employee in the AFSCME or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

FOR THE CITY

Donald F. Humason, Jr.
Donald F. Humason, Jr., Mayor

Dated: 7/13/21

Approved as to Form: only
[Signature]
Law Department

FOR THE UNION

Marisa Colon
Marisa Colon, President

Dated: 6/14/21

Christie-Ann Fillion
Christie-Ann Fillion, Employee
Dated: 6/14/2021

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of June, 2021, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of clarifying the out of classification terms and conditions for Angela Bolduc, Payroll Clerk in the Personnel/Payroll Department as follows:

1. It is understood and agreed between the parties that effective June 14, 2021, Angela Bolduc will work in an out of classification capacity as Payroll Supervisor.
2. Ms. Bolduc shall be paid an additional amount of \$160.00 per week as compensation for the Payroll Supervisor duties.
3. This agreement is effective June 14, 2021 and shall expire on August 13, 2021 or until the open position of Payroll Supervisor is filled.
4. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.
5. The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and / or in any grievance or arbitration involving union employees. This Agreement is for the benefit of the above named position(s) and no other employee in the AFSCME or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

FOR THE CITY

Donald F. Humason Jr.
Donald F. Humason, Jr., Mayor

Dated: 6/24/21

Approved as to Form:

[Signature] 6/24/21
Law Department

FOR THE UNION

Marisa Colon
Marisa Colon, President

Dated: 6/24/21

Angela Bolduc
Angela Bolduc, Employee

Dated: 6/24/21

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this the _____ day of May 2021, by and between the City of Westfield, hereinafter "City," employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union," the collective bargaining agent through its duly authorized President, for the purpose of updating job descriptions to include parking permitting duties.

1. The following employees, who currently work in the Licensing Division of the City Clerk's Office would be assigned this additional tasking.
 - a. Kimberly Sienkiewicz – Office Manager
 - b. Lisa Gage – Principal Clerk

2. The parties agree to add the following duties to the above employee's job descriptions:
 - a. Administer the sales of off-street parking permits, including customer service, acceptance of payment, maintenance of permit database, and deposit of receipts;
 - b. Provide administrative support to the Off-Street Parking Commission;
 - c. Assists Office Manager or Director with payroll and accounts payable as needed;
 - d. Serves as the Secretary to the Off-Street Parking Commission, responsible for posting agendas, attending meetings, taking minutes, and filing Commission minutes with the City Clerk upon receipt of approval from the Commission;
 - e. Assists in scheduling or arranging meetings by checking availability and reserving meeting rooms and equipment, notifying participants, and coordinating attendance. Posts meetings and agenda as required;
 - f. Provides information, including logs complaints, for the public, businesses and federal, state and city agencies, walk in or by the phone, within authority. Maintains supply of information, including flyers, forms, packets, etc. to assist public;
 - g. Minutes of the Off Street Parking Commission meeting to be typed during regular working hours; and
 - h. Maintaining the Off Street Parking and Parking Clerk websites.

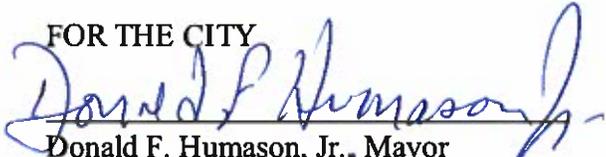
3. Employees will be compensated by overtime or compensatory time Off Street Parking Commission meeting they must attend every month.

4. The parties agree that they have received and/or will receive the training necessary to complete the additional job duties being assigned.
 - a. Kimberly Sienkiewicz – Office Manager, agrees that she has received the training necessary to complete the additional job duties being assigned.
 - b. Lisa Gage – Principal Clerk will receive the necessary training to complete the job duties being assigned.

5. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

6. The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and / or in any grievance or arbitration involving union employees. This Agreement is for the benefit of the above named position(s) and no other employee in the AFSCME or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

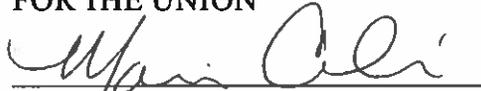
FOR THE CITY

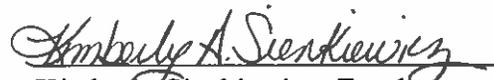

Donald F. Humason, Jr., Mayor
Dated: 5/13/21

Approved as to Form:


Law Department
5-10-21

FOR THE UNION


Marisa Colon, President
Dated: 5-7-21


Kimberly Sienkiewicz, Employee
Dated: 5-6-2021


Lisa Gage, Employee
Dated: 5-6-2021

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into this the ____ day of May, 2021, by and between the City of Westfield, hereinafter "City," employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union," the collective bargaining agent through its duly authorized President, for the purpose of clarifying the "out of classification" terms and conditions for Christine Fedora, Office Manager.

1. It is understood and agreed between the parties that effective January 1st, 2021, Christine Fedora will be working in an out of classification capacity in addition to her role as Office Manager. She will be performing the following duties:
 - a. Managing and communicating with Grantees;
 - i. Providing documentation to demonstrate compliance with administrative requirements and national objectives;
 - b. General assistance in the development of the annual action plan.
2. The Parties agree the responsibilities of the position have been modified;
3. The Parties agree that Christine Fedora will receive payment of \$750.00 per month (\$4500.00 total for FY21) as fair compensation:
4. The Union agrees waive any notice, postings, or other promotional language governed by the CBA with respect to this Agreement and will not support any grievance in that regard;
5. This agreement will expire on June ~~31st~~³⁰, 2021; and

6. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

The Parties agree that this Memorandum of Agreement shall not constitute a "past practice" between the Union and City. The Parties agree that this Agreement shall not be precedent setting and will not be raised or cited by either Party or used involving labor dispute, any litigation, and / or in any grievance or arbitration involving union employees. This Agreement is for the benefit of the above named position(s) and no other employee in the AFSCME or any other City employee. The Union agrees that it will not grieve nor shall it seek Arbitration of this Agreement except as to disputes arising out of the subject matter of this Agreement.

FOR THE CITY OF WESTFIELD

FOR AFSCME, LOCAL 346

Donald F. Humason Jr.
Mayor
Date: 5/4/21

Mari Celis
Union President
Date: 5/4/21

As to form:

James Reed
Law Department 5-4-2021

Christine Fedora
Christine Fedora, Employee
Date: 5-4-21

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of February 2021, by and between the City of Westfield, hereinafter “City”, employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter “Union”, the collective bargaining agent through its duly authorized President, for the purpose of updating job description to include the role of “Scribe”.

1. The following employees, who currently work in the Office of the City Clerk, would be assigned this additional tasking.
 - a. Marisa Colon – Principal Data Entry Clerk
 - b. Kaitlyn Bruce – Principal Clerk
2. The parties agree to add the following duties to the above employee’s job descriptions on a limited basis. These duties will be reevaluated on May 3rd, 2021.
 - a. Take and transcribe notes at assigned committee meetings as required by the Open Meeting Laws.
 - b. Distribute a copy of the minutes to the Committee members via email for review and corrections. Compile changes and send out corrected/final minutes prior to the next City Council meeting.
3. Parties agree that this is a trial tasking. Long-term evaluation and possible continuation will be determined after the trial period that is set to expire on June 1st, 2021.
4. Parties acknowledge that the above employees will make effort to attend all assigned meetings and that unforeseen circumstances can prevent attendance.
 - a. Unforeseen circumstances include but are not limited to:
 - i. Childcare
 - ii. Personal care and appointments
 - iii. Family care and appointments
 - b. Employees will not be penalized or disciplined for inability to attend a meeting. Employees will designate alternate “Scribes” for the meeting that will not be attended.
5. Employees will be compensated as overtime status for their attendance and work as Scribes during committee meetings.
6. Employees will be compensated by overtime or compensatory time for any work they perform for this assignment, outside of the committee meetings.
7. The parties agree that they have received the training necessary to complete the additional job duty being assigned.

8. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY

Donald F. Humason Jr.
Donald F. Humason, Jr., Mayor
Dated: 2/24/21

Approved as to Form:

Shannon Reed 2/24/21
Law Department

FOR THE UNION

Marisa Colon
Marisa Colon, President
Dated: 2/23/21

Marisa Colon
Marisa Colon, Employee
Dated: 2/23/21

Kaitlyn Bruce
Kaitlyn Bruce, Employee
Dated: 2/23/2021

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of January, 2021, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of clarifying the salary levels, terms and conditions of employment of Angela Bolduc, hereinafter "Employee", as Payroll Clerk in the Personnel/Payroll Department, as follows:

1. It is understood and agreed between the parties that Angela Bolduc, having been designated and appointed by the Personnel Director, the appointing authority, shall hold the position of Payroll Clerk and shall be at grade 10, step 8 according to the Collective Bargaining Agreement effective February 1, 2021.
2. Step movement within the Collective Bargaining unit will continue as follows:
Upon her anniversary on July 22, 2021: grade 10 step 9;
July 22, 2028: grade 10 step 10; and so forth.
3. Effective February 1, 2021, Employee shall work a split shift between the Payroll and Personnel Department. Employee shall report to the Payroll Department at 8:00 am and work in said department until 12:00 p.m. and will be expected to take her lunch break from 12:00 p.m. to 1:00 p.m. Employee shall then work in the Personnel Department from 1:00 p.m. to 4:00 p.m.
4. The split schedule shall remain in place for not more than three (3) weeks, and it may be dissolved by mutual agreement of the parties. Employee shall be moved full time to the Payroll Department no later than February 22, 2021.
5. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY

Donald F. Humason, Jr.
Donald F. Humason, Jr., Mayor

Dated: 2/2/21

FOR THE UNION

Marisa Colon
Marisa Colon, President

Dated: 1/29/2021

Approved as to Form:

[Signature] 1/29/2021
Law Department

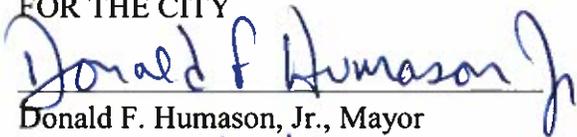
Angela Bolduc
Angela Bolduc, Employee
Dated: 01/29/2021

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of October, 2020, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of moving the working location of employee, Cheryl McMordie, hereinafter "Employee", as follows:

1. Employee currently holds the position of Head Clerk, a full time hourly position, working thirty-five (35) hours in the Health Department at City Hall.
2. The parties agree to move the location of work for Employee from City Hall to the Twiss Street Transfer Station effective October 13, 2020.
3. The change in location of work shall not change the number of hours, classification, function, duties or responsibilities of the Head Clerk position.
4. Employee will work a set schedule of 8:00 a.m. to 4:00 p.m., Monday through Friday.
5. Employee will be reimbursed for mileage that occurs during working hours as outlined in the City of Westfield Financial Policies and Procedures Manual. The parties agree to review this item on January 13, 2021.
6. The parties agree that this Agreement will not be deemed a course of dealing between the parties or precedent setting or held out as such in any future grievance, arbitration or any other legal proceeding and each party reserves and retains any and all legal rights that either party may have prior to this Agreement. This Agreement shall not be considered a "past practice" by either party in any forum.
7. There are no other understandings, either verbal or written, between the parties with regard to this Memorandum of Agreement.
8. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

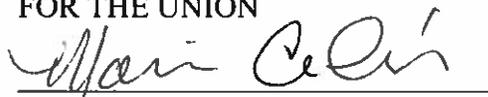
FOR THE CITY



Donald F. Humason, Jr., Mayor

Dated: 10/19/2020

FOR THE UNION



Marisa Colon, President

Dated: Oct. 15, 2020

Approved as to Form:


Law Department



Cheryl McMordie, Employee

Dated: 10/15/2020

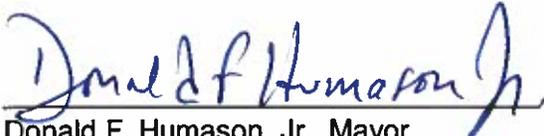
MEMORANDUM OF AGREEMENT

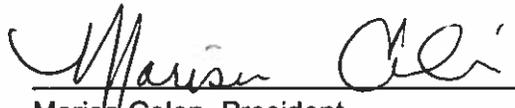
This memorandum of agreement is entered into this 10th day of March, 2020, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of making changes to the Police Department administrative support roles, as follows:

1. At the request of the Chief of Police, the parties agree to modify the roles of the Principal Clerk positions and establish a new position of Head Clerk in the Police Department (Position Description attached);
2. The parties agree that Anna Sabonis will assume the duties and responsibilities associated with the Head Clerk position;
3. The Principal Clerk role presently held by Anna Sabonis is replaced by the Head Clerk position and will no longer be filled.
4. The Principal Clerk role being vacated by Delmira Liquori will be modified. See attached Position Description. This position is expected to remain as a Principal Clerk and the vacancy will be posted in accordance with the contract.

FOR THE CITY

FOR THE UNION


Donald F. Humason, Jr., Mayor


Marisa Colon, President

Dated: 3/11/2020

Dated: March 6, 2020

**CITY OF WESTFIELD
HEAD CLERK – POLICE**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing high level of administrative and office management assistance to the Police Captain's for the efficient and effective operation of the department. This position performs varied, complex and highly confidential secretarial and office administrative assistance to the department, specifically supporting the Police Captains. Assignments require the exercise of initiative and independent judgment.

SUPERVISION:

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions. Technical and policy problems or changes in procedures are discussed with supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as administrative support to the Police Captains' in the effective operation of the department
- Maintains accurate records in accordance with departmental regulations and state statutes governing the records
- Provides customer service in assisting the public, government departments and attorneys with obtaining requested reports
- Creates and maintains records for grants received by the department
- Assists with the scheduling and filling of shifts for reserve officers per union contract guidelines
- Schedules officer's mandatory employment required training
- Maintains records for the tracking of all officer training
- Schedules all new employee medical exams, testing, training and entrance into Police Academy
- Process new hire state issued police ID's
- Provides and coordinates new employees with department issued gear
- May assist with payroll
- Issues firearm permits – Performs CORI checks, mental health inquires, microfilm requests, fingerprinting and denials of firearms permits

Head Clerk – Police
Final – March 2020

- Collect fees and balance receipts to be deposited to Treasurer
- Updates and maintains in house attendance records and time off requests in accordance with all contractual regulations
- Updates and maintains accruals for all employees based on contract benefits
- Balances accrual reports with other city departments
- Secondary to Captain as the department's CJIS representative (Criminal Justice Information Services)
- Back up to the Detective Bureau for all residents online accident and incident reporting
- May participate in cross training
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.

- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
PRINCIPAL CLERK – POLICE – RECORDS**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position performs varied, complex and highly confidential secretarial and office administrative assistance to the Police Captains. Assignments involve a high degree of complexity and administrative responsibility as well as initiative and independent judgment.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintains accurate records in accordance with departmental regulations and state statutes governing the records
- Provides customer service on records and reports
- Provides customer service in assisting the public, government departments and attorneys with obtaining requested reports
- Collect fees and balance receipts to be deposited in Treasurer's department
- Issues vendor, peddler and vehicle sale permits and maintains accompanying records
- Processes the registration of sex offenders
- Validates stolen firearms, vehicles, plates and persons
- Processes Board of Probation checks and fingerprinting
- Inputs restraining orders, harassment orders and trespass notices into computer and updates as needed
- Performs audit of billing by tow company
- Review accuracy of traffic citations
- Distributes in house and interoffice mail
- Coordinate property pick up times with individuals involved in domestic violence cases and collect payment when applicable
- May assist with payroll
- Responds to court keeper of the records requests and DCF requests for information
- May participate in cross training
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

MEMORANDUM OF AGREEMENT

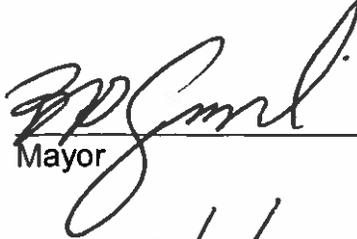
This memorandum of agreement is entered into this ~~October~~ ^{November} 8th day of ~~October~~, 2019, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of entering into an agreement to transfer a position and responsibilities from one department to another:

1. The parties believe that it is in the best interests of the City, its residents and employees to have the function of dog licensing administered at City Hall as opposed to the Westfield Police Department;
2. As such, the parties agree to transfer the Senior Clerk – Police position to the Licensing Department under the direction of the City Clerk effective November 12, 2019;
3. The parties agree that certain functions, specific to the Police Department operations, by necessity, will no longer be performed by the Senior Clerk. Such items include registering sex offenders; assisting with licenses to carry, FID, and fingerprinting appointments. Specific functions that will remain include: data entry of rabies certificates; Dog licensing by mail and walk-ins, includes all dog licensing except kennel licenses and service dogs; Alarm billing; and administering ordinance violations including entering into Excel and scheduling court hearings when requested. The Police Department will be responsible for printing out the call detail information to support the hearing.
4. It is further agreed by the parties that the changes in function shall not change the classification of the role as a Senior Clerk; and nothing prevents the City Clerk from assigning like duties and responsibilities as time permits to said Senior Clerk;
5. From November 12, 2019 and June 30th, 2019 funding for this position will continue to be under the Police Department budget. As such, payroll matters will be managed by the City Clerk and communicated to the Chief of Police for sign off and submittal for payroll purposes. It is expected that for FY2021, and future budgets, this expense item will be budgeted for in the City Clerk's budget.
6. The parties agree to meet and discuss the merits of the transfer in March, and agree to make adjustments as necessary prior to the completion of the budget cycle.

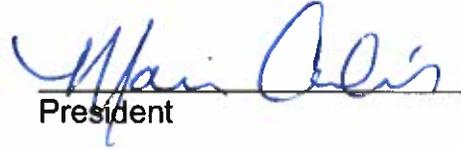
7. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD

FOR AFSCME, LOCAL 346



Mayor



President

Date: 11/8/19

Date: 11/8/19

CITY OF WESTFIELD
SENIOR CLERK TYPIST - POLICE

AFSCME 35 GRADE 9

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical work of moderate complexity requiring a moderate degree of decision-making. Thorough knowledge of duties performed and general knowledge of overall department duties. Thorough knowledge of the duties performed and thorough knowledge of how those duties interact with both departmental and City requirements. Regular interaction with the public and with law enforcement officers.

SUPERVISION:

Works under the direct supervision of the City Clerk, appointing authority. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities
- Provides assistance to residents, the public, attorneys, government agencies by copying a variety of records
- Coordinates with city departments for court dates for non-criminal dispositions
- Enters all citations into database
- Enters all rabies certificates into database
- Performs audit of billing by tow company
- Conducts weekly reconciliation of cash receipts and prepares schedules and forms to assure proper recording of same
- Process dog licenses
- May assist with payroll
- Review accuracy of traffic citations
- Prepares false alarm billing
- Participates in cross training
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

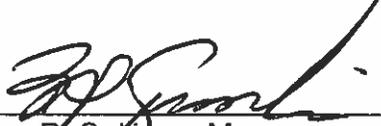
MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 12th day of August, 2019, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME 35 Hour Unit, hereinafter "Union", the collective bargaining agent through its duly authorized President as follows:

1. The City and the Union agree that Alison Daigle has for some time been working in an out of grade capacity as the Head Clerk in the Department of Public Works;
2. The City and the Union agree in recognition of her time working in this out of grade capacity, to promote Alison Daigle into the position of Head Clerk, Grade 11, in the Department effective August 3, 2019; and
3. It is further recognized that the Union and the City agree that any and all posting requirements, as outlined in the CBA Article XXXIV: Promotions, to fill this Head Clerk position with Alison Daigle are not necessary;

This agreement is made consistent with the current collective bargaining agreement between the parties and all remaining provisions shall stay in full force and effect.

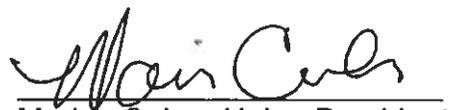
FOR THE CITY OF WESTFIELD



Brian P. Sullivan, Mayor

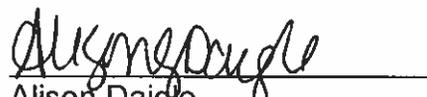
Date: 8-12-19

FOR AFSCME 35 Hour Unit



Marisa Colon, Union President

Date: 8/12/19



Alison Daigle

Date: 8/5/19

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 12th day of August, 2019, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME 35 Hour Unit, hereinafter "Union", the collective bargaining agent through its duly authorized President as follows:

1. The City and the Union agree that Alison Daigle has for some time been working in an out of grade capacity as the Head Clerk in the Department of Public Works;
2. The City and the Union agree in recognition of her time working in this out of grade capacity, to promote Alison Daigle into the position of Head Clerk, Grade 11, in the Department effective August 3, 2019; and
3. It is further recognized that the Union and the City agree that any and all posting requirements, as outlined in the CBA Article XXXIV: Promotions, to fill this Head Clerk position with Alison Daigle are not necessary;

This agreement is made consistent with the current collective bargaining agreement between the parties and all remaining provisions shall stay in full force and effect.

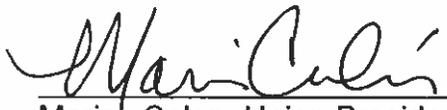
FOR THE CITY OF WESTFIELD



Brian P. Sullivan, Mayor

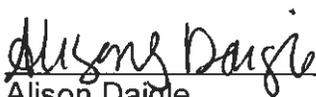
Date: 8-12-19

FOR AFSCME 35 Hour Unit



Marisa Colon, Union President

Date: 8/12/19



Alison Daigle

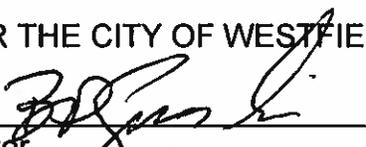
Date: 8/5/19

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of June, 2019, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of clarifying the salary levels, terms and conditions of employment of Gerri Riga as Principal Clerk in the Community Development Department, as follows:

1. It is understood and agreed between the parties that Gerri Riga, having been designated and appointed by the Community Development Director, the appointing authority, shall hold the position of Principal Clerk and shall be at grade 10, step 2 according to the Collective Bargaining Agreement effective June 10, 2019.
2. Step movement within the Collective Bargaining unit will continue as follows:
Upon her anniversary on August 27, 2019: grade 10 step 3, August 27, 2020: grade 10 step 4, August 27, 2021: grade 10 step 5 and so forth; reaching grade 10 step 9 on August 27, 2025.
3. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

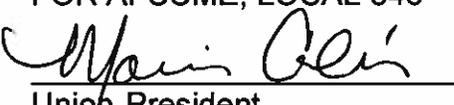
FOR THE CITY OF WESTFIELD



Mayor

Date: 6-19-19

FOR AFSCME, LOCAL 346



Union President

Date: 6/19/19



Gerri Riga, Employee

Date: 6/19/19

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 10th day of April, 2019, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of clarifying the out of classification terms and conditions for Erica Baker, Payroll Clerk in the Personnel/Payroll Department, as follows:

1. It is understood and agreed between the parties that effective March 18, 2019 Erica Baker will work 15 hours per week in an out of classification capacity as Personnel Assistant in the Personnel Department. Her rate of pay for the 15 hours out of classification will be \$21.50 which is a \$3.10 per hour difference in pay, equaling \$46.50 per week.
2. This agreement is effective March 18, 2019 and shall expire on May 16, 2019, or until the open position of Personnel Assistant is filled.
3. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD



Mayor
Date: 4-11-19

FOR AFSCME, LOCAL 346



Union President
Date: 4-10-19



Law Department as to form



Erica Baker, Employee
Date: 4-10-19

Memo

To: Marissa Colon and Jeffrey Krok
From: Joanne Lemelin, Acting Personnel Director
Date: March 15, 2019
Re: Memorandum of Agreement

Attached please find an original copy of the fully executed Memorandum of Agreement. If you have any questions, please let me know.

Attachment

MEMORANDUM OF AGREEMENT

This Agreement is entered into this 13th day of March, 2019, by and between AFSCME 35, Council 93, Local 346, acting through their duly authorized President (hereinafter "Union"), and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield ("Employer"), for the following purposes:

1. Parties have met and negotiated over proposed changes to the job description of the currently vacant Principal Clerk position in the Community Development Department.
2. Parties have agreed to amendments of the job description. A copy of the revised and agreed to job description is attached and incorporated as Attachment A.
3. The new job description shall replace the current job description effective upon execution of this agreement.
4. The Parties agree that this agreement shall not serve as precedent for any other case pending or for any subsequent claims made in the future. This agreement is specifically intended not to constitute a practice in any way.
5. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

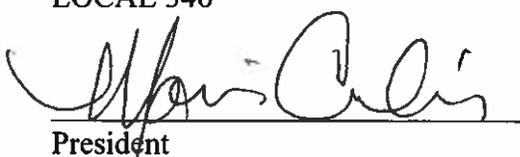
FOR THE CITY OF WESTFIELD



Mayor

Date: 3/14/19

FOR AFSCME, COUNCIL 93,
LOCAL 346



President

Date: 3/13/19

ATTACHMENT A
CITY OF WESTFIELD
PRINCIPAL CLERK – COMMUNITY DEVELOPMENT

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs a variety of administrative and clerical duties involving typing and preparing of forms, correspondence and reports; organizing and maintenance of files, and assisting with community event planning. Responds to public requests. A minimal degree of decision making will be exercised. Position requires a high degree of organization and communication dealing with public, municipal boards, businesses and city departments.

SUPERVISION:

Works under the supervision of the Director of Community Development or the Director's designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides clerical support to the Community Development Director and Principal Planner;
- Provides office coverage and receives phone calls, in-person inquiries and emails for the Community Development & Planning, the Off-Street Parking Commission, the Community Preservation Committee, and the Zoning Board of Appeals.
- Performs typing of forms, correspondence, minutes and any other documents. Proofreads typed material for accuracy and completeness. Composes basic written correspondence and reports.
- Administer the sales of off-street parking permits, including customer service, acceptance of payment, maintenance of permit database, and deposit of receipts.
- Provide administrative support to the Planning Board and the Off-Street Parking Commission.
- Assists Office Manager or Director with payroll and accounts payable as needed.
- Serves as the Secretary to the Off-Street Parking Commission, responsible for posting agendas, attending meetings, taking minutes, and filing Commission minutes with the City Clerk upon receipt of approval from the Commission.
- Maintains and organizes department files, maps, plans, electronic filing systems, and binders, etc. Posts any changes to Department's website involving meetings, agendas, minutes, procedures and forms, etc. as authorized.
- Assists in scheduling or arranging meetings by checking availability and reserving meeting rooms and equipment, notifying participants, and coordinating attendance. Posts meetings and agenda as required.

ATTACHMENT A

- Provides information, including logs complaints, for the public, businesses and federal, state and city agencies, walk in or by the phone, within authority. Maintains supply of information, including flyers, forms, packets, etc. to assist public.
- Prepares and places legal ads in newspapers in a timely manner. Prepares and sends out abutter notifications, notices of decision and certified mailings within time allotted.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED certification with concentration in business or accounting. Six months related work experience.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.

ATTACHMENT A

- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

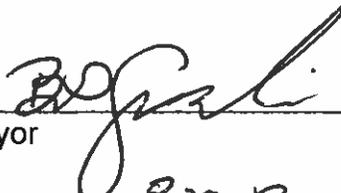
MEMORANDUM OF AGREEMENT

This Agreement is entered into this 17th day of August, 2018, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, WPMEA, and AFSCME, Council 93, Local 346, through its duly authorized President, for the purpose of entering into an agreement regarding the License Department, and they have agreed to the following terms and conditions:

1. The License Department is currently under the supervision of the Director of Community Development, a member of WPMEA.
2. The License Department is currently staff with two full-time employees. Both employees are members of AFSCME.
3. The License Department currently acts as Clerk to the License Commission and handles duties associated with liquor licenses, business certificates, City Council issued licenses, Mayor issued licenses, Health Department licenses, Transfer Station entrance stickers, and parking ticket payments.
4. The parties agree that effective August 20, 2018, the staff and duties of the License Department shall become the License Division of the Clerk's Office and will be supervised by the City Clerk.
5. The parties agree that effective August 17, 2018, the full-time Head Clerk position (AFSCME Grade 11) in the Building Department will be posted.
6. The parties agree that there will be no change in duties in the Health Department.

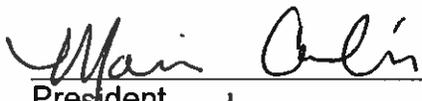
7. The parties agree that the Community Development Director will remain as Parking Clerk pursuant to City Ordinance No. 1668 with final approval May 24, 2017 and as such shall oversee all matters related to parking other than payments which shall be overseen by the City Clerk.
8. WPMEA and AFSCME agree that there will be no change in compensation for any employees.
9. The City will, if needed, submit to City Council any ordinance changes necessary to effectuate the terms of this Agreement.
10. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD



Mayor
Date: 8-22-18

FOR AFSCME, LOCAL 346

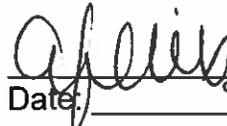


President
Date: 8/20/18

FOR THE WPMEA



President
Date: 8-20-18



Date: 8/17/18



Date: 8/17/18

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 18th day of July, 2018, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of entering into an as follows:

1. The Parties are currently in the process of exploring efficiency upgrades in the Community Development and Building Department with a specific focus on clerical functions.
2. In order to achieve the efficiency sought through reorganization; the City has temporarily determined not to fill the lone clerical position assigned to the Building Department, thereby creating a work shortage.
3. The Parties recognize certain functions in the Building Department are contractually obligated to be completed by a Unit member, and the parties understanding having a non-unit member complete such functions may be considered taking union work.
4. In order to alleviate the short staffing burden on the Building Department while still working toward reorganization, the Parties agree to a temporary full-time transfer of staff from the Community Development office to the Building Department.
5. Effective July 19, 2018, and pursuant to Paragraph 4 of this agreement, the principal clerk of the Community Development Department, employee Lisa Gage, shall be assigned to work in the Building Department and to assist and/or perform the functions of the vacant head clerk position in the Building Department.
6. The principal clerk referenced in Paragraph 5 of this agreement shall work in the Building Department from 8AM to 4PM Monday through Friday.
7. The parties recognize Employee Lisa Gage may, on occasion, need to report back to the Community Development Office in order to facilitate the training of other clerks who will be performing the tasks formerly assigned to Ms. Gage in Community Development or need to report back to the Community Development Office to provide coverage if no other employees are available. Such training sessions by Ms. Gage will be authorized at a time administratively convenient to both the Building Department and Community Development Department.
8. All parties recognize the rights, duties, and obligations of the principal clerk shall remain consistent with the respective collective bargaining agreement and the job descriptions of the respective departmental positions for which work will be performed by the principal clerk while performing said work.
9. Employee shall earn the principal clerk wages she is entitled in Community Development while performing head clerk of the Building Department functions.
10. This agreement shall remain in effect until September 15, 2018, or until the process of reorganization is completed, whichever shall occur first.
11. The Union agrees waive any grievance, charge of prohibit practice, or any other potential legal action against the City related to the vacant clerical position in the Building Department which gave rise to this agreement.
12. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

[Remainder of Page Left Intentionally Blank]

FOR THE CITY OF WESTFIELD

[Signature]
Mayor
Date: 7-18-18

FOR AFSCME

[Signature]
President
Date: 07-18-18

EMPLOYEE

[Signature]
Lisa Gage
Date: 07-18-18



City of Westfield, Massachusetts Personnel Director

Jane Sakiewicz, PHR, IPMA-CP
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: March 16, 2018

To: Marisa Colon

From: Jane Sakiewicz

Re: Personal Service Agreement

Attached for your files, please find an original copy of the memorandum of agreement in regards to Kaitlyn Bruce going from a Grade 9 to a Grade 10 effective April 2, 2018.

/aec

Attachment

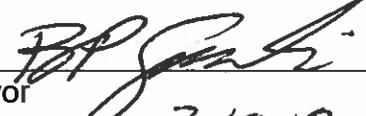
cc: Audit
Payroll
Department

MEMORANDUM OF AGREEMENT

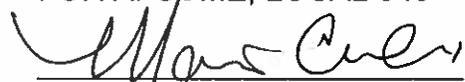
This memorandum of agreement is entered into this 15th day of March, 2018, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of accepting a revised job description as follows;

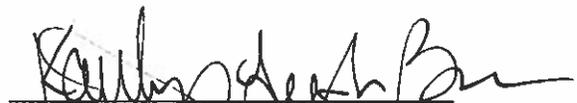
1. This agreement is in response to a grievance filed by Kaitlyn Leigh Bruce regarding her current position of Clerk (Grade 9) in the City Clerk's Office.
2. The Parties agree the responsibilities of the position have been modified and are appropriately graded as a Grade 10 Principal Clerk.
3. A copy of the job description is attached and incorporated by reference.
4. Kaitlyn Leigh Bruce, currently holding the position of Clerk, Grade 9, Step 5, will be reclassified as Principal Clerk, Grade 10, Step 5, effective April 2, 2018.
5. The Union agrees waive any notice, postings, or other promotional language with respect to this agreement and will not support any grievance in that regard.
6. AFSCME and Ms. Bruce will withdraw with prejudice their grievance dated February 16, 2018. Both AFSCME and Ms. Bruce further waive any claims, grievances or causes of action of any kind relating to Ms. Bruce's grievance dated February 16, 2018 concerning the classification of her position.
7. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

FOR THE CITY OF WESTFIELD


Mayor
Date: 3-15-18

FOR AFSCME, LOCAL 346


Union President
Date: March 15, 2018


Kaitlyn Leigh Bruce, Employee
Date: March 15, 2018

**CITY OF WESTFIELD
PRINCIPLE CLERK – CITY CLERK**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical duties, according to standard office procedures, including but not limited to typing and preparing of forms, correspondence, and reports, and organizing for scheduled meetings or City Council requests. Thorough knowledge of the duties performed and general knowledge of duties of department. Significant daily interaction with the public.

SUPERVISION:

Works under general supervision of City Clerk, appointing authority, and day-to-day supervision of Assistant City Clerk. If authorized by supervisor, may also receive assigned work by clerks or higher grade employees within department. A limited degree of decision will be exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Notary Public
- Serves as first point of contact for department; provides extensive, high level customer service for a variety of activities including referrals to other departments;
- Conducts research to assist public with questions and issues;
- Prepares forms, correspondence and any other documents
- Uses multiple databases to research and locate documentation to provide copies of vital and public records;
- Prepares and provides certificates of residency, tag sale permits and permits for raffles/bazaars after verifying accuracy of information;
- Processes vital records including creating, logging and filing records upon receipt of information for inclusion in multiple databases including VIPS;
- Interacts with funeral homes in order to timely process death certificates and provide documentation including burial permits and death certificates as well as inputs data into electronic systems;
- Prepares and enters data for various licenses and permits such as, but not limited to, tag sale, raffle, residency certificates, gas registrations, voter identifications
- Assists with genealogy, vital records research;
- Assists with compliance and completion of public records requests from Records Access Officer;
- Provides necessary guidance and assistance to couples with marriage intentions including explanation of requirements, procedures and paperwork as required by Massachusetts General Laws;
- File and keep accurate indices for all filings that must be recorded with the City Clerk's
- Primary coordinator of Applications in Munis for poll locations and City Council special permits and zoning changes. Prepares deposit for poll locations, City Council Special Permits and Zoning Changes for the Treasurer's Office.
- Maintains database for boards and commissions and forwards all required notifications;

Principle Clerk – City Clerk
March 2018

- Serves as the liaison between the IT department and Boards and Commission members to create new user accounts for emails.
- Assists in scheduling or arranging meetings.
- Maintains accurate records and files in accordance with departmental regulations and state statutes governing the records retention.
- Assists with election preparation and participate in voter registration and election day activities
- Prepares payroll for election personnel and enter employees into MUNIS
- Assists in processing of annual census
- Assists with voter registration, processing absentee ballot, and certification of nomination papers and petitions with Voter Registration Information System (VRIS).
- Assists with preparation of deposit for dog license fees.
- Record preservation including scanning documents, creating spreadsheets and organizing vault;
- Maintains website pages for City Clerk, City Council and boards and commissions
- Collect fees and assists with preparation for deposit with the Treasurer's office daily
- Utilize the UniPay Credit/Debit card system.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED. One year related work and customer service experience; Cash handling experience preferred. Must possess or obtain Notary Public designation with the Commonwealth of Massachusetts.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.

- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Ability to prepare forms, correspondence and other documents.
- Ability to answer telephones as well as responding to questions and providing information within authority. Ability to perform filing, scanning, faxing, bulk mailings and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Ability to quickly and efficiently multi-task
- Ability to perform such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. As required, may need to travel to locations throughout the City during elections. Work is largely sedentary in nature but requires daily up and down due to influx of customers. Occasional lifting of up to 30 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of June, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME 35, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of clarifying the classification of a position as follows;

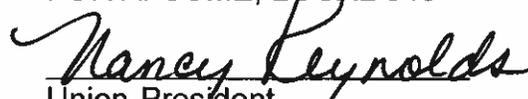
1. The City and Union have met and negotiated over the classification of the position of Head Clerk in the Health Department.
2. The Parties agree the responsibilities of the position have been modified as a result of the updating of job description for the position as well as the reorganization of the Community Development Office which included the duties associated with dump stickers, cashing handling and supervision of a clerk being transferred to the Community Development Office. As such, the position of Head Clerk in the Health Department is appropriately graded as a grade 11.
3. The parties agree that the position is currently held by Cheryl McMordie as a grade 13 and she shall remain at that grade while occupying the Head Clerk position in the Health Department.
4. At the time Ms. McMordie vacates the position, it shall revert to the grade 11 as shown in the AFSCME 35 Collective Bargaining Agreement.
5. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

FOR THE CITY OF WESTFIELD



Mayor
Date: 6-21-17

FOR AFSCME, LOCAL 346



Union President
Date: 6-22-17

**CITY OF WESTFIELD
HEAD CLERK - HEALTH**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing high level of administrative and office management assistance to the department head for the efficient and effective operation of the department.

SUPERVISION:

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as administrative support to the department head and department
- Provides extensive customer service and serves as a liaison to the public and various organizations and professionals
- Assists residents with inquiries regarding landlord conflict, trash issues and other public health concerns
- Mails annual permits and collects fees, monitoring payments, making deposits and following up for non-payment
- Assists Director with emergency preparedness and coordinates with Hampden County Health Coalition
- Reviews, processes and follows through on various permits through MUNIS Permit and Code database
- Maintains departmental budget records and assists in preparation of annual budget
- Serves as clerk to the Board of Health, posting meetings, attending meetings, taking minutes and preparing minutes.
- Processes accounts payable for submission to Auditing Department
- Processes accounts receivable for submission to Collector
- Processes payroll on a bi weekly basis, entering data from time sheets and reports
- Tracks employee time and attendance including sick, vacation and injury leave
- Maintains office supplies and equipment, orders as necessary
- Makes travel arrangements for department staff
- Assists with preparation of health fairs
- Maintains department calendar and coordinates office coverage
- Balance transfer station accounts
- Prepares purchase orders for transfer station
- Balance nursing division accounts
- May provide training and instruction to part time staff
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 17th day of June, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of accepting a revised job description as follows;

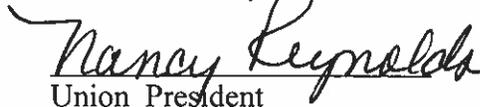
1. The City and Union have met and negotiated over the expected requirements of the clerical position in the Engineering Department.
2. The parties agree that the needs of the Engineering Department are better served by the position of Head Clerk and not an Engineering Aide.
3. The Parties agree the responsibilities of the position have been modified and are appropriately graded as a grade 11 Head Clerk.
4. A copy of the negotiated job description is attached and incorporated by reference.
5. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

FOR THE CITY OF WESTFIELD



Mayor
Date: 6-21-17

FOR AFSCME, LOCAL 346



Union President
Date: 6-17-17

Witness
Date: _____

CITY OF WESTFIELD
Head Clerk – Engineering

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position involves responsible clerical, data entry and bookkeeping work of considerable complexity. Considerable specialization with high degree of decision-making. Thorough knowledge of operations of department and how the department interacts with other City departments. Main point of contact with the public for the office.

SUPERVISION:

Works under direct supervision of the City Engineer, appointing authority. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs clerical tasks within the department including but not limited to payroll, bill scheduling, materials and equipment requisition, record-keeping, file maintenance and financial account record maintenance.
- Assists employees in standard departmental and City methods.
- Involved in considerable public contact requiring knowledge of departmental programs; answers telephone and other inquiries and provides information to public within scope of authority.
- Regularly prepares standard reports; compiles, tabulates and applies standard formulas to statistical data of moderate complexity.
- Types standard forms, permits, applications, etc. and oversees the preparation and accurate filing of same; prepares correspondence and memos for City Engineer as required.
- Operates a variety of office machines in performance of duties, including telephones, adding machines, photocopy machines, typewriters, computers and printers; engages in limited maintenance of such equipment.
- Assists with the explaining, verifying eligibility, processing and managing of projects for the City Engineering projects, subject to final approval of City Engineer or professional office staff as assigned.
- Assists the Department Head in administering and managing the department's multiple financial operations including Chapter 90, Bonding, Annual appropriations and special grants. This is a highly complex task requiring knowledge of accounting and business

practices. Included is the scheduling of borrowing of funding, tracking of relevant Department expenses and reimbursements

- Coordinates and verifies information with the Auditor, Treasurer or Purchasing Director and/or other Financial Departments, as needed.
- Assist in the development and maintenance of a centralized archiving system for municipal infrastructure records; maintains such records in up-to-date fashion so as to enhance efficiency of professional engineering staff and others; responds to requests for such information as appropriate or refers request to appropriate office staff.
- Coordinate and assist City Treasurer with bonding balances and borrowing activities and needs.
- Assists in timely and accurate processing of project records, when required.
- Maintain all documentation/records associated with engineering projects and provide necessary reports to all departments, including Auditor and Treasurer.
- Responsible for management of incoming/outgoing mail for the department. This can involve bulk mailing and certified mailing.
- Responsible for scheduling City Engineers' and departmental meetings and events.
- Such other related duties as required..

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

Ability to learn, comprehend and articulate Engineering office terminology with and from office staff; ability to explain Engineering terminology or documents of moderate complexity to public.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job. Engineering experience preferred.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments.
- Ability to follow departmental rules, regulations, policies and practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.

- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 1st day of June, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of entering into an agreement the Licensing and Community Development Departments, as follows:

1. The parties recognize that the License Department has been reorganized and absorbed into the Community Development Department.
2. The parties recognize that the clerical positions formerly under the License Department have been moved under the Community Development Department.
3. The Parties agree the responsibilities of the position of Account Clerk have been modified and are appropriately graded as a grade 10 Principal Clerk.
4. A copy of the negotiated job descriptions for Principal Clerk and Office Manager are attached and incorporated by reference.
5. The parties agree that said positions shall be classified, pursuant to the CBA, as follows:
 - a. Office Manager Grade 13
 - b. Principal Clerk Grade 10
6. The parties agree that the classification of Kimberly Jarret, shall remain at the title of Office Manager, Grade 13, step 12.
7. The parties agree to the reclassification of Lisa Gage, Community Development Department/Licensing Office, to the title of Principal Clerk, Grade 10, Step 4 (\$20.01/hour), and increase the hours for this position to thirty-five (35) per week, effective July 1, 2017.
8. The parties agree to the reclassification of Cindy Santiago, Community Development Office, to the title of Principle Clerk, Grade 10, Step 3 (\$19.33/hour), effective July 1, 2017.
9. The Union agrees waive any notice, postings, or other promotional language with respect to this agreement and will not support any grievance in that regard.
10. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

FOR THE CITY OF WESTFIELD

Mayor

Date: 6-5-17

FOR AFSCME

President

Date: 6-2-17



City of Westfield, Massachusetts

Jane Sakiewicz
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: May 12, 2017

To: Nancy Reynolds, AFSCME 35 Union President

From: Jane Sakiewicz

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding the reclassification of Beth Reed, the Grade 9 Account Clerk to a Grade 10 Principal Clerk, in the Audit Department.

/aec

Attachment

cc: Mary Daley, Interim City Auditor
Payroll

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of May, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of accepting a revised job description as follows;

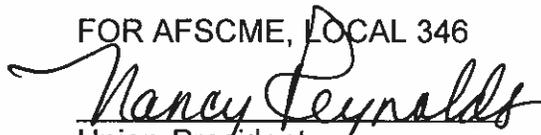
1. The City and Union have met and negotiated over the current position of Account Clerk in the Auditors Office.
2. The Parties agree the responsibilities of the position have been modified and are appropriately graded as a grade 10 Principal Clerk.
3. A copy of the negotiated job description is attached and incorporated by reference.
4. Beth Reed, currently holding the position of Account Clerk, Grade 9, Step 3, will be reclassified as Principal Clerk, Grade 10, Step 3, effective July 1, 2017.
5. The Union agrees waive any notice, postings, or other promotional language with respect to this agreement and will not support any grievance in that regard.
6. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

FOR THE CITY OF WESTFIELD



Mayor
Date: 5-12-17

FOR AFSCME, LOCAL 346



Union President
Date: 5-11-17

**CITY OF WESTFIELD
PRINCIPAL CLERK**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing accounts payable, clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Works under direct supervision of Assistant Auditor and Auditor, appointing authority. May also receive supervision from other employees of department as designated.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepares invoice input;
- verifies bills for accuracy and appropriate authorization;
- data entry of accounts payable;
- organize weekly vouchers and punch bills;
- verify and post Gas & Electric bills for all city accounts;
- checks contracts for compliance;
- prepares summaries of expenditures and balances in appropriations for warrant;
- Posts bills;
- Prepares outgoing mail including typing envelopes/labels as necessary. Sorts and distributes incoming mail.
- Verifies off-duty police spreadsheet data from Police Department for submission to Collector and Payroll
- Verifies unemployment commitments;
- Verify worker compensation invoices;
- Create labels and maintain filing system;
- Archive records at end of year and assist with record retention pursuant to state regulations
- Handles Accounts Payable and warrant
- Maintains inventory of office supplies; orders supplies and creates purchase orders.
- Responds to inquiries whether via telephone or in person.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

- Knowledge of bookkeeping with ability to apply such to everyday activities.

Principal Clerk - Auditor
May 2017

- The ability to accurately calculate figures and to use basic mathematical concepts in practical applications.

EDUCATION AND EXPERIENCE:

High School or GED certification, Associates degree preferred. Plus, at least one year work related experience. A combination of education and experience may be considered.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office and accounting software and machines.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of February, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of entering into an agreement to reclassify the below named employees, as follows:

1. The City agrees to the promotion/reclassification of Jennifer Digianni, Police Department, to the title of Office Manager, Grade 13, Step 09 (\$25.09/hour), effective February 18, 2017, provided sufficient funding is allocated in the FY '17 budget to fund this upgrade.
2. The parties agree the position is properly classified as a grade 13, in light of the supervisor and technical specificity required of the position as noted in the Collins Center Classification Study.
3. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD

FOR AFSCME, LOCAL 346



Mayor



President

Date: 2-23-17

Date: 2-23-17

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 4th day of January, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of resolving a contract dispute, as follows:

1. Jen DiGianni (hereinafter Employee) is currently employed as a grade 10 clerical in the Police Department.
2. Following the retirement of a clerical employee in the WPD, the Police Administration desired to reorganize responsibilities of its clerical employees.
3. The parties have agreed to move to a graduated form of employee hierarchy in the WPD following the inclusion of a former personal services agreement into the collective bargaining group, in addition to the retirement. The changes are as follows: all four (4) clerical positions at grade 10 will transition to one (1) grade 13, two (2) grade 10s, and one (1) grade 9.
4. The parties have already agreed to demote the then vacant grade 10 to a grade 9, but the parties agreed not to move the grade 10 to 13 until the clerical job matrix project had begun.
5. Upon receipt on 2/4/16 of a signed contract in the Personnel Dept. to begin working on a the matrix, the parties have agreed to temporarily revise the WPD clerical positions as follows: Employee's positions shall remain a grade 10 for purposes of reviewing the matrix, but Employee shall be considered acting out-of-grade at grade 13 as is consistent with the City's current classification system.
6. The purpose of treating employee as acting out-of-grade is to allow the contracted organization to make a determination on what the proposed classification of the position should be.
7. The parties agree to negotiate recommended placement of the grade 10 (serving as a grade 13 under this agreement) once the recommendation is completed by the contracting agency.
8. The parties agree to continue the effective date of acting out-of-grade payments, consistent with the change in the duties of Employee, which has been established as November 1, 2015.
9. The parties agree to cease the out-of-grade pay upon implementation of a new job matrix or February 28, 2017, whichever is earlier. Nothing in this provision is intended to prohibit or otherwise prevent the parties from negotiating an extension of out-of-grade work should both parties mutual agree the extension is necessary.

10. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

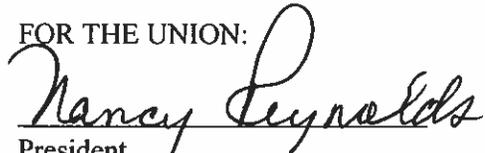
FOR THE CITY:



Mayor

Date: 1-5-17

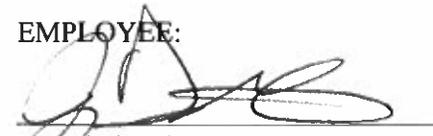
FOR THE UNION:



President

Date: 1-3-17

EMPLOYEE:



Jen DiGianni

Date: 1/4/17

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of March, 2017, by and between the City of Westfield, hereinafter "City", as the employer by and through its duly authorized Mayor or his designee, AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, the Westfield Professional Municipal Employee Association, hereinafter "WPMEA", through its duly authorized President, and employee Kimberly Jarret, hereinafter "Employee", for the purpose of ensuring certain work functions in the Licensing Department are performed:

Whereas the parties recognize the retirement of the Head of the Department of Business Licensing/Parking Clerk (Licensing Department) has left a vacancy;

1. Purpose - The parties have met and discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
2. Need - The parties simultaneously recognize the obligations on it to provide serves which were rendered by the Head of the Licensing Department which are currently not being provided to the public due to retirement.
3. Acting Appointment - The parties had previously agreed to temporarily move Kim Jarrett (Employee) into the position of Acting Director of the Licensing Department/Parking Clerk (hereinafter "Director"), effective January 4, 2016. This move ensured no services rendered by the vacant Director position should be interrupted until such point as the City determines the most efficient delivery of services.
4. Original End Date - The parties all agreed the Acting position shall exist only until a final conclusion on reorganization is ready for implementation, or until June 30, 2017, whichever comes early.
5. Reintegration - Should the Department complete a reorganization and the Director position be eliminated, the parties agree Employee shall revert to her AFSCME grade and will be ensured a similar position within the City of Westfield. The parties agree to meet and negotiate over the ramifications of placement.
6. Future Candidacy - Should reorganization be determined to not be in the best interest of the City, nothing in this agreement shall harm or otherwise prevent the candidacy of Employee to apply for the Director position.
7. Compensation - Employee shall be placed on the same compensation grade as the former Director as per the WPMEA collective bargaining agreement while serving as the Acting Director, although Employee shall be placed on step 1 of the respective grade.
8. Joint Representation - Jarret shall continue to remain a member of the AFSCME 35 group, and shall have all the rights, duties, and obligations of an AFSCME 35 member under the respective collective bargaining agreement. For this specific agreement, the WPMEA and AFSCME 35 have agreed to waive the mutual representation clauses over the employee: AFSCME shall represent the employee in any employee specific matters; WPMEA shall be afforded the opportunity to weigh in on matters affecting the Licensing Department, specifically including the potential impact of reorganizing duties of the department on the WPMEA.

9. Stipends - The former Licensing Department Head received stipends for performing some additional duties outside the scope the job description. The City agrees to review and determine which stipended duties performed by the former Department Heads are necessary for continued efficient operations of the Licensing Department, and agrees to negotiation over the impact of the decision to continue or otherwise amend the distribution of those responsibilities with both the AFSCME 35 Union and WPMEA depending on respective impact.
10. Time off – The parties recognize Employee will be asked to serve in the Acting Director role, meaning the Department shall be expected to operate short staffed until a decision on potential reorganization is made. The parties recognize it will be difficult for Employee to use all contractually allotted time-off prior to the expiration of the fiscal year under the current circumstances, and, therefore, agree to negotiate over an agreement outside the ordinary accrued time practices when an ultimate determination is made with the Licensing Department.
11. Extension – the City has not yet determined a plan for reorganization. In order to continue to provide needed services without an interruption in work flow, the parties agree to extend the terms of this agreement two (2) months beyond the previously extended expiration date of December 31, 2016, to June 30, 2017. The parties agree the agreement will terminate on June 30, 2017 or upon completion of reorganization of the duties, whichever occurs first.
12. Entire agreement - The above provision constitute the full and complete agreements between the City, AFSCME, WPMEA and the Employee, and is not intended as precedent setting or binding on future matters between any parties.

FOR THE CITY OF WESTFIELD


 Mayor Brian Sullivan

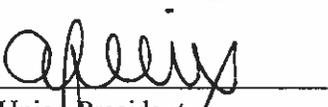
Date: 3-2-17

FOR AFSCME, LOCAL 346


 Union President

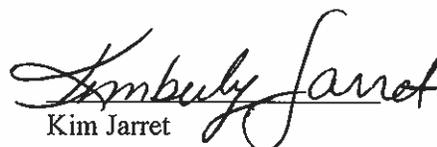
Date: 3-3-17

FOR WPMEA


 Union President

Date: 3-3-17

EMPLOYEE


 Kim Jarret

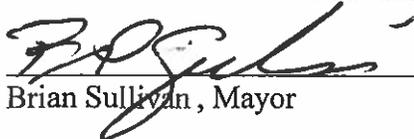
Date: 3-3-17

MEMORANDUM OF AGREEMENT

This Agreement is entered into this _____ day of March, 2017, by and between AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield or his designee for the purpose of temporarily amending the working hours of employee Lisa Gage, as follows:

1. Employee Lisa Gage (hereinafter Employee) currently holds the position of Account Clerk working twenty five (25) hours per week in the Department of Business Licensing/Parking Clerk (Licensing Department). The parties have met and previously discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
2. The Licensing Department is short staffed with Kim Jarrett serving as Acting Director of the Department while final determinations are being made regarding potential reorganization.
3. In order to ensure as much office coverage as possible, the parties agree to increase Employee's hours required per week to thirty-five (35) effective March 28, 2016. Employee shall otherwise retain the same wage grade and step.
4. Employee's accrual rates going forward rates shall be amended to reflect the change in hours work from an average of five (5) per day to an average of seven (7). Any time earned prior to March 28, 2016, shall remain at the usual accrual rate of one (1) day equaling five (5) hours. Any time accrued during the period of working 35 hours per week shall reflect seven (7) hours worked per day and remain as such until the parties agree to amend the accrual rate.
5. The parties all agree the change in hours shall exist only until a final conclusion on reorganization is ready for implementation, or until June 30, 2017, whichever comes early.
6. The provisions above constitute the entirety of the agreement, and this agreement shall modify the current agreement between the parties to the extent noted above with all remaining provisions remaining in full force and effect.

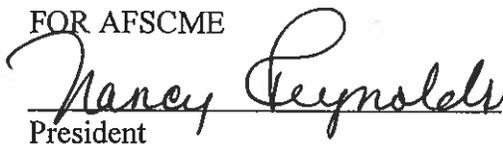
FOR THE CITY OF WESTFIELD



Brian Sullivan, Mayor

Date: 3-16-17

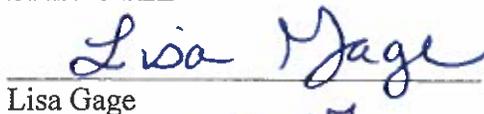
FOR AFSCME



Nancy Reynolds
President

Date: 3-3-17

EMPLOYEE



Lisa Gage

Date: 03-03-17

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of February, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of entering into an agreement to reclassify the below named employees, as follows:

1. The City agrees to the promotion/reclassification of Jennifer Digianni, Police Department, to the title of Office Manager, Grade 13, Step 09 (\$25.09/hour), effective February 18, 2017, provided sufficient funding is allocated in the FY '17 budget to fund this upgrade.
2. The parties agree the position is properly classified as a grade 13, in light of the supervisor and technical specificity required of the position as noted in the Collins Center Classification Study.
3. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD

FOR AFSCME, LOCAL 346



Mayor



President

Date: 2-23-17

Date: 2-23-17

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 4th day of January, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of resolving a contract dispute, as follows:

1. Jen DiGianni (hereinafter Employee) is currently employed as a grade 10 clerical in the Police Department.
2. Following the retirement of a clerical employee in the WPD, the Police Administration desired to reorganize responsibilities of its clerical employees.
3. The parties have agreed to move to a graduated form of employee hierarchy in the WPD following the inclusion of a former personal services agreement into the collective bargaining group, in addition to the retirement. The changes are as follows: all four (4) clerical positions at grade 10 will transition to one (1) grade 13, two (2) grade 10s, and one (1) grade 9.
4. The parties have already agreed to demote the then vacant grade 10 to a grade 9, but the parties agreed not to move the grade 10 to 13 until the clerical job matrix project had begun.
5. Upon receipt on 2/4/16 of a signed contract in the Personnel Dept. to begin working on a the matrix, the parties have agreed to temporarily revise the WPD clerical positions as follows: Employee's positions shall remain a grade 10 for purposes of reviewing the matrix, but Employee shall be considered acting out-of-grade at grade 13 as is consistent with the City's current classification system.
6. The purpose of treating employee as acting out-of-grade is to allow the contracted organization to make a determination on what the proposed classification of the position should be.
7. The parties agree to negotiate recommended placement of the grade 10 (serving as a grade 13 under this agreement) once the recommendation is completed by the contracting agency.
8. The parties agree to continue the effective date of acting out-of-grade payments, consistent with the change in the duties of Employee, which has been established as November 1, 2015.
9. The parties agree to cease the out-of-grade pay upon implementation of a new job matrix or February 28, 2017, whichever is earlier. Nothing in this provision is intended to prohibit or otherwise prevent the parties from negotiating an extension of out-of-grade work should both parties mutual agree the extension is necessary.

10. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

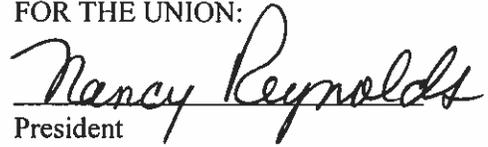
FOR THE CITY:



Mayor

Date: 1-5-17

FOR THE UNION:



President

Date: 1-3-17

EMPLOYEE:



Jen DiGianni

Date: 1/4/17



City of Westfield, Massachusetts

Jane Sakiewicz, PHR, IPMA-CP
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: August 4, 2017
To: Marisa Colon, AFSCME 35 Union President
From: Jane Sakiewicz
Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding the reclassification of Shella Carson, the Grade 9 Senior Clerk to a Grade 10 Principal Clerk, in the Collector's Department effective August 7, 2017.

/aec

Attachment

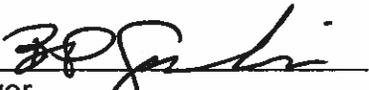
cc: Mary Daley, City Auditor
Meghan Kane, City Treasurer
Jeffrey Krok, Labor Counsel
Payroll

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 4th day of August, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of accepting a revised job description as follows;

1. The City and Union have met and negotiated over the current position of Senior Clerk in the Collector's Office.
2. The Parties agree the responsibilities of the position have been modified and are appropriately graded as a grade 10 Principal Clerk.
3. A copy of the revised job description is attached and incorporated by reference.
4. Shella Carson, currently holding the position of Senior Clerk, Grade 9, Step 5, will be reclassified as Principal Clerk, Grade 10, Step 5, effective August 7, 2017.
5. The Union agrees waive any notice, postings, or other promotional language with respect to this agreement and will not support any grievance in that regard.
6. This constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

FOR THE CITY OF WESTFIELD

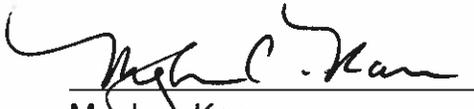


Mayor
Date: 08/4/17

FOR AFSCME, LOCAL 346



Union President
Date: 8/4/17



Meghan Kane
Department Head

**CITY OF WESTFIELD
PRINCIPAL CLERK – COLLECTORS**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Daily balancing of cash/check drawers
- Responsible for Police off-duty detail billing and collection of receipts
- Provides customer service for a variety of activities via telephone email and in person
- Process lockbox and mail payments
- Receives and appropriately processes routine telephone inquiries according to established procedures.
- Collects, receipts, accounts and processes tax and other payments over-the-counter.
- Receives and distributes incoming mail to appropriate personnel, posts outgoing mail as required.
- Organizes and sorts and posts information/receipts as required in conformity with established procedures.
- Composes correspondence for routine matters.
- Responsible for filing, including setting up appropriate files as needed and maintaining them in accordance with established procedures.
- Verify receipts received are posted to proper account
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

Principal Clerk - Collectors
August 2017

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Principal Clerk - Collectors

August 2017

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.



City of Westfield, Massachusetts Personnel Director

Jane Sakiewicz, PHR, IPMA-CP
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: August 2, 2017

To: Marisa Colon, AFSCME 35 Union President
Mark Cressotti, WPMEA Union President

From: Jane Sakiewicz

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement creating the non-union position of Chief Financial Officer during fiscal year 2018.

/aec

Attachment

cc: Audit
Payroll
Jeffrey Krok, Labor Counsel

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 31st day of July, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, WPMEA, acting through their duly authorized President, and AFSCME, Council 93, Local 346, through its duly authorized President, for the purpose of entering into an agreement regarding creation of a position of Chief Financial Officer, and they have agreed to the following terms and conditions:

1. The City is intending to create a non-union position of Chief Financial Officer during fiscal year 2018.
2. The creation of the position of Chief Financial Officer will be authorized by the Amendment of the Code of Ordinances of the City of Westfield.
3. The City and Unions have met and negotiated over the creation of the position of Chief Financial Officer.
4. The parties agree the creation of the position will have no impact on the reporting structures or appointing authority of the Audit Department, Treasurer/Collector Department, Purchasing Department and Assessor's Department.
5. This position will be a non-union position.
6. Both AFSCME and WPMEA agree to accept implementation of the position as proposed by the City and both acknowledge and agree no change has occurred to any mandatory subject of bargaining related to their respective Unions.
7. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD

[Signature]
Mayor

Date: 8-2-17

FOR THE WPMEA

[Signature]
President

Date: 7-26-17

FOR AFSCME, LOCAL 346

[Signature]
President

Date: 7/31/17

[Signature]

Date: 7/26/17

[Signature]

Date: 7/26/17



City of Westfield, Massachusetts Personnel Director

Jane Sakiewicz, PHR, IPMA-CP
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: August 2, 2017

To: Marisa Colon, AFSCME 35 Union President
Mark Cressotti, WPMEA Union President

From: Jane Sakiewicz

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement removing the Department of Public Works – Water Division Engineering Aides and the Health Department's Public Health Nurse from the AFSCME 35 Union to the WMPEA.

/aec

Attachment

cc: Audit
Payroll
Jeffrey Krok, Labor Counsel

MEMORANDUM OF AGREEMENT

This Agreement is entered into this 31st day of July, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, WPMEA, acting through their duly authorized President, and AFSCME, Council 93, Local 346, through its duly authorized President, for the purpose of entering into an agreement regarding placement of the positions of Water Department Engineering Aide and Public Health Nurse, and they have agreed to the following terms and conditions:

1. The positions of Water Department Engineering Aide and Public Health Nurse are currently part of AFSCME 35.
2. The parties agree that effective July 1, 2017, the positions of Water Department Engineering Aide and Public Health Nurse will be removed from AFSCME and placed in the WPMEA bargaining unit.
3. WPMEA agrees to accept the attached job descriptions for the positions.
4. The positions of Water Department Engineering Aide and Public Health Nurse will continue at the AFSCME negotiated wage rates until the Collective Bargaining Agreement is renegotiated at the time of expiration of the current Agreement and subject to budgetary approval and appropriation.
5. It is agreed that the positions are currently held as follows:
 - a. Cassandra Laverty Public Health Nurse
 - b. Edward Boucher Engineering Aide
 - c. William Mayne Engineering Aide
6. It is agreed that the wages effective July 1, 2017 will be as follows:
 - a. Cassandra Laverty Public Health Nurse \$28.61 per hour
 - b. Edward Boucher Engineering Aide \$25.16 per hour
 - c. William Mayne Engineering Aide \$20.94 per hour
7. It is agreed that upon the transfer of Cassandra Laverty, Edward Boucher and William Mayne into WPMEA, they will transfer any accrued sick and vacation time.
8. As members of WPMEA, the individuals in the positions of Water Department Engineering Aide and Public Health Nurse will have all other rights and benefits of being a member of WPMEA under the current Collective Bargaining Agreement.

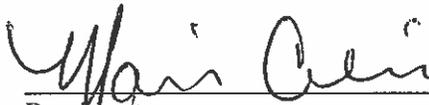
9. The parties agree that the two positions will be part of the classification study to be performed by the Collins Center in 2017.
10. The parties agree that the anniversary dates for individuals currently in the positions will not change as they relate to step increases.
11. The parties agree that the positions will be placed into the WPMEA wage schedule on or before June 30, 2019.
12. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD



Mayor
Date: 8.2.17

FOR AFSCME, LOCAL 346



President
Date: 7/31/17

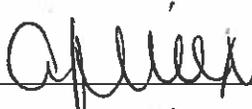
FOR THE WPMEA



President
Date: 7.26.17



Date: 7/26/17



Date: 7/20/17



City of Westfield, Massachusetts Personnel Director

Jane Sakiewicz, PHR, IPMA-CP
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: August 2, 2017

To: Marisa Colon, AFSCME 35 Union President
Mark Cressotti, WPMEA Union President

From: Jane Sakiewicz

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement creating the non-union position of Chief Financial Officer during fiscal year 2018.

/aec

Attachment

cc: Audit
Payroll
Jeffrey Krok, Labor Counsel

MEMORANDUM OF AGREEMENT

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1. The City is intending to create a non-union position of Chief Financial Officer during fiscal year 2018.
2. The creation of the position of Chief Financial Officer will be authorized by the Amendment of the Code of Ordinances of the City of Westfield.
3. The City and Unions have met and negotiated over the creation of the position of Chief Financial Officer.
4. The parties agree the creation of the position will have no impact on the reporting structures or appointing authority of the Audit Department, Treasurer/Collector Department, Purchasing Department and Assessor's Department.
5. This position will be a non-union position.
6. Both AFSCME and WPMEA agree to accept implementation of the position as proposed by the City and both acknowledge and agree no change has occurred to any mandatory subject of bargaining related to their respective Unions.
7. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD

[Signature]
Mayor

Date: 8-2-17

FOR THE WPMEA

[Signature]
President

Date: 7-26-17

FOR AFSCME, LOCAL 346

[Signature]
President

Date: 7/31/17

[Signature]

Date: 7/26/17

[Signature]

Date: 7/26/17



City of Westfield, Massachusetts Personnel Director

Jane Sakiewicz, PHR, IPMA-CP
Personnel Director

Tel : (413) 572-6207
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59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: August 2, 2017

To: Marisa Colon, AFSCME 35 Union President
Mark Cressotti, WPMEA Union President

From: Jane Sakiewicz

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement removing the Department of Public Works – Water Division Engineering Aides and the Health Department's Public Health Nurse from the AFSCME 35 Union to the WMPEA.

/aec

Attachment

cc: Audit
Payroll
Jeffrey Krok, Labor Counsel

MEMORANDUM OF AGREEMENT

This Agreement is entered into this 31st day of July, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, WPMEA, acting through their duly authorized President, and AFSCME, Council 93, Local 346, through its duly authorized President, for the purpose of entering into an agreement regarding placement of the positions of Water Department Engineering Aide and Public Health Nurse, and they have agreed to the following terms and conditions:

1. The positions of Water Department Engineering Aide and Public Health Nurse are currently part of AFSCME 35.
2. The parties agree that effective July 1, 2017, the positions of Water Department Engineering Aide and Public Health Nurse will be removed from AFSCME and placed in the WPMEA bargaining unit.
3. WPMEA agrees to accept the attached job descriptions for the positions.
4. The positions of Water Department Engineering Aide and Public Health Nurse will continue at the AFSCME negotiated wage rates until the Collective Bargaining Agreement is renegotiated at the time of expiration of the current Agreement and subject to budgetary approval and appropriation.
5. It is agreed that the positions are currently held as follows:
 - a. Cassandra Laverty Public Health Nurse
 - b. Edward Boucher Engineering Aide
 - c. William Mayne Engineering Aide
6. It is agreed that the wages effective July 1, 2017 will be as follows:
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 - c. William Mayne Engineering Aide \$20.94 per hour
7. It is agreed that upon the transfer of Cassandra Laverty, Edward Boucher and William Mayne into WPMEA, they will transfer any accrued sick and vacation time.
8. As members of WPMEA, the individuals in the positions of Water Department Engineering Aide and Public Health Nurse will have all other rights and benefits of being a member of WPMEA under the current Collective Bargaining Agreement.

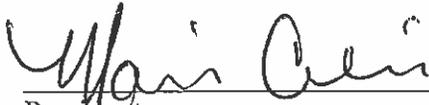
9. The parties agree that the two positions will be part of the classification study to be performed by the Collins Center in 2017.
10. The parties agree that the anniversary dates for individuals currently in the positions will not change as they relate to step increases.
11. The parties agree that the positions will be placed into the WPMEA wage schedule on or before June 30, 2019.
12. This agreement shall modify the current agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD



 Mayor
 Date: 8.2.17

FOR AFSCME, LOCAL 346



 President
 Date: 7/31/17

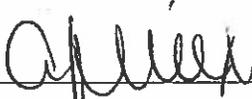
FOR THE WPMEA



 President
 Date: 7.26.17



 Date: 7/26/17



 Date: 7/20/17

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of June, 2017, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of entering into an agreement regarding updated job descriptions, as follows:

1. This agreement hereby concludes the clerical job description matrix study, originally undertaken approximately March, 2014.
2. The parties recognize that the job descriptions have been updated for clerical positions represented by AFSCME including education and experience requirements for each position.
3. The parties accept and approve the attached job descriptions for these positions. Specifically:
 - a. Administrative Assistant – Assessor's Office
 - b. Head Clerk – Assessor's Office
 - c. Principal Clerk – Assessor's Office
 - d. Administrative Assistant – Airport
 - e. Principal Clerk – Airport
 - f. Accountant – Audit
 - g. Accounting Machine Operator – Audit
 - h. Principal Clerk – Audit
 - i. Account Clerk – Audit
 - j. Head Clerk – Building
 - k. Principal Data Entry Clerk – City Clerk's Office
 - l. Clerk – City Clerk's Office
 - m. Principal Clerk – Council on Aging
 - n. Principal Account Clerk – Collector's Office
 - o. Sr. Account Clerk – Collector's Office
 - p. Senior Clerk – Collector's Office
 - q. Office Manager – Community Development Office
 - r. Principal Clerk – Community Development Office
 - s. Office Manager – Water
 - t. Head Clerk – Public Works
 - u. Head Clerk – Water
 - v. Principal Clerk – Public Works
 - w. Principal Clerk – Water
 - x. Senior Clerk – Water
 - y. Head Clerk – Engineering
 - z. Head Clerk – Fire
 - aa. Principal Data Entry Operator – Fire
 - bb. Head Clerk – Health
 - cc. Office Manager – Licensing

- dd. Principal Clerk – Licensing
- ee. Head Clerk – Parks
- ff. Payroll Clerk
- gg. Office Manager – Police
- hh. Principal Clerk Domestic Violence – Police
- ii. Principal Clerk Records – Police
- jj. Sr. Clerk Typist – Police
- kk. Assistant Purchasing Agent
- ll. Head Clerk – Treasurer’s Office

- 4. The parties agree that individuals currently holding positions will be grandfathered as to any updates/changes in the education/experience requirements for a position.
- 5. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY OF WESTFIELD



Mayor

Date: 6-22-17

FOR AFSCME, LOCAL 346



President

Date: 6-22-17

CITY OF WESTFIELD
Administrative Assistant - Airport

AFSCME 35 GRADE 14

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Responsible administrative management support to the Airport Manager and to support the efforts of the Department for the efficient and effective operation of the department. Incumbent supervises staff and performs a variety of administrative duties.

SUPERVISION:

Works under general supervision of the Airport Manager. Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

The employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The incumbent gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Apply for, coordinate and manage grants for Airport Improvement Program and Airport Safety & Maintenance Program
- Coordinates Military Construction Cooperative Agreement projects
- Prepares multiple state grant applications
- Prepares paperwork and maintains records for real estate closing under the Noise Mitigation Program
- Extensive research of the airport and property
- Handles complaints and inquiries regarding leases
- Processes payroll on a bi-weekly basis, entering data from time sheets and reports
- Serves as administrative support to the Airport Manager
- Assists in preparation of budget
- Processes internal borrowing.
- Serves as liaison with Air Guard, Army Guard, FAA and Mass DOT.
- Record, track and bill aircraft
- Handles complaints from tenants, public and pilots.
- Manages the airport badge system including the application process, photo and driving testing requirements
- Maintains and monitors data on activities of tenants in order to monitor accordance with lease agreements

Administrative Assistant - Airport
May 2017

- Administers the access system and security system
- Coordinates the accounts payable, accounts receivable and billing functions of the airport
- Researches and prepare reports for special projects
- Maintains records and prepares monthly and annual reports on a variety of issues including home based aircraft and capital projects
- Provides extensive customer service to all tenants, visitors and vendors
- Supervises office staff
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED, Associates degree and 5 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Knowledge of principles of office administration, management and supervision. Familiarity with airport operations and state rules and regulations.
- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.

- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within the airport, where Employee is required to report for their shift. Ability to travel throughout the airport and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD – AIRPORT DEPARTMENT
AIRPORT PRINCIPAL CLERK**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

This is a clerical position responsible directly to the Airport Manager and the employee assists the Administrative Assistant in the daily operation and management of the airport department. The position requires a wide range of knowledge, similar to that of a small business. Employee is responsible for purchasing, accounts receivable and accounts payable, airport personnel records, payroll, month end income and expenditures, fuel flowage and air traffic records. Employee assists in administering the transient aircraft landing and parking program and airport badge program.

SUPERVISION

Works under direct supervision of the Airport Administrative Assistant. Position exercises moderate judgment and performs regular daily duties independently. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions. No supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides extensive customer service
- Provides support to Airport Commission including posting meetings, preparing agendas and packets; attends meetings and prepares minutes
- Maintains invoice information tracking and recording billable aircraft landing and parking at the airport
- Monitors and maintains purchasing, verifying bids and purchase orders, obtains quotes
- Coordinates airport security badge program, verifying information and training.
- Tracks and pursues past due accounts
- Collects fees, prepares transmittal and submits to Treasurer's department.
- Processes payroll on a bi weekly basis
- Processes accounts payable for submission to Auditing Department
- Processes accounts receivable for submission to Collector's Department
- Generates extensive end of year reports dealing with purchasing and budgets
- Tracks employee time and attendance including sick, vacation and injury leave, submitting to Personnel Department on a weekly basis

Principal Clerk – Airport
May 2017

- Assists in monthly reporting of income and expenditures, fuel flowage and air traffic counts
- Assists in collection of fees.
- Maintains based aircraft inventory listing and provides monthly updates to FAA and bi-annual reports to MassDOT
- Research files and records for data required in the preparation of leases, contracts and other business matters.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

- Ability to learn computer programs provided by FAA and MassDOT.
- Knowledge of Airport business practices including working knowledge of federal and state aviation rules/regulations. Working knowledge of FAA Regulations Part 139 Certification.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Knowledge of functions and responsibilities of municipal government.
- Skill in use of office equipment such as; computers, two-way radio communication system, programmable aviation scanner, twenty-four-hour voice activated recording program, copy machine with scanning capabilities and calculator.
- Ability to make work decisions in accordance with federal, state and local laws, rules and regulations concerning departmental duties.
- Ability to identify aircraft by type, make and model in order to administer transient aircraft program.
- Ability to prepare and maintain complex clerical records and to prepare reports from such records.
- Experience in Microsoft Word products, Excel, MUNIS, Access and internet use.
- Experience in all aspects of purchasing, accounts receivable and accounts payable through general ledger.
- Experience in preparation of lease agreements, waivers, federal and state reports.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Airport, where Employee is required to report for their shift. Ability to travel throughout the Airport within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Principal Clerk – Airport

May 2017

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
ADMINISTRATIVE ASSISTANT – ASSESSOR’S OFFICE**

AFSCME 35 GRADE 14

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing high level of administrative and office management assistance to the department head for the efficient and effective operation of the department.

SUPERVISION:

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The incumbent provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides instructions to office clerical staff and plans office routines and practices as needed
- Responsible for managing, processing and annual review of chapterland filings
- Complete and report all rollbacks granted.
- Respond to all inquiries regarding the laws governing these chapterland filings, their application and status.
- Manage and process Exempt Corporations forms
- Research and correct land or ownership issues
- Assists with administrative support for office
- Process of departmental payroll and maintenance of employee leave balances prepared by staff; engages in payroll preparation and maintenance of leave balances as directed, especially in absence of Administrative Assistant.
- Maintains proper maintenance of all central office departmental records, including personnel records, and for security and confidentiality of same.
- Processes accounts payable for submission to Auditing Department
- Orders supplies and maintains inventory.
- Responsible for Exemption applications. Process applications for Board of Assessors approval or denial. Update annual exemption reports.
- Calculate in Lieu of Tax amounts to issue.
- Completes report to Collector of “in lieu of tax” commitments, “omitted and revised” bills and supplemental real estate tax bills.

Administrative Assistant - Assessors

June 2017

- Responsible for creating and reporting land changes and enter into database.
- Calculate Real Estate Tax Apportionments
- Responsible for completing CPA report by end of fiscal year.
- Prepares purchase requisitions.
- Assists Assessor in creating annual budget; manages financial accounts accordingly.
- Responsible for overseeing Department documents, maps, files, etc. Annually review retention list and arrange for destruction of any files.
- Types and places ads in newspapers for legal notices as necessary.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED, Associates degree and 5 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies and practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances;

inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.

- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
HEAD CLERK – ASSESSOR'S OFFICE**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Assists in all operations of the Assessor's Department. Moderate degree of decision making, within authority, and complete knowledge of the functions of department operations. Strong communication, organizational and computer skills are essential functions of this position.

SUPERVISION:

Under general supervision of the Administrative Assistant. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities. Serves as first point of contact.
- Responds to public's inquiries, via telephone or in person, regarding real estate properties.
- Provides information or copy of a map, a property card printout, deed, general information of ownership, dwelling/lot size, number of dwellings/rooms in property, assessment value of property, etc.
- Explains procedures for completion of exemption forms. Verifies applicant meets eligibility criteria based on category and income or assets.
- Explains procedures for completion of abatement forms. Sets and confirms appointments for Assistant Assessors to do on-site review of property.
- Responsible for processing new deeds received from the Registry of Deeds. Responsible for verifying each map and parcel as compared to deed. Responsible for making the appropriate changes in the Assessor computer systems for deed and ownership changes. Processes appropriate paperwork and notify all parties concerned of any discrepancies.
- Generates Abutters List, including notification to appropriate Department or Board/Commission.
- Prepares basic letters and forms to public in response to inquiries received via correspondence, and at times, telephone or in person.
- Enters exemptions into system
- Prepares monthly report to audit of financial changes.
- Prepares monthly agenda for Board of Assessors Meeting. Post and distribute appropriately. Distribute approved minutes.
- Process excise abatements.
- Responsible for processing of motor vehicle excise commitments (10 in year) from the State's RMV website. Responsible for generating and processing the excise tax billing

HEAD CLERK – ASSESSOR'S OFFICE

June 2017

which requires managing and coordinating the 13-step procedures allowing import of information to then spool for printing with the City's IT department and PKS. Review information for vehicles that would qualify as exempt – city, state, and non-profits – and separate from billing. Record into our system rebills from other cities and towns.

- Accept Chapterland filings and enter into application log.
- Print Chapterland Property Cards annually.
- Responsible for processing dealer plates and repair plates. Manages the Merit Plan for qualified veterans including assisting them to complete request for reimbursement from State, confirming their veteran status and notifying them of such.
- Assists in setting up and maintaining the billing accounts, financial records and relevant reports related to billing and budgeting, in the absence of the Administrative Assistant.
- Verifies eligibility, process and manage exemptions for real estate taxes.
- Processes receipts for submittal to Treasurer
- Coordinates and provides training as directed. Oversees work of subordinates for accuracy and conformance with departmental standards; recommends corrective action to Administrative Assistant.
- Assist in preparing purchase requisitions for purchases of supplies, services and materials. Assist with processing purchase order change forms for any increase, decrease or changes.
- Assist with processing employee expense reimbursements.
- Responsible for sorting and distribution of incoming and outgoing mail. Stamping all mail and seeing that it is mailed.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment

is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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CITY OF WESTFIELD

PRINCIPAL CLERK – ASSESSOR

AFSCME 35 Grade 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities. Serves as first point of contact.
- Responds to public's inquiries, via telephone or in person, regarding real estate properties.
- Provides information or copy of a map, a property card printout, deed, general information of ownership, dwelling/lot size, number of dwellings/rooms in property, assessment value of property, etc.
- Explains procedures for completion of exemption forms. Verifies applicant meets eligibility criteria based on category and income or assets.
- Explains procedures for completion of abatement forms. Sets and confirms appointments for Assistant Assessors to do on-site review of property.
- Responsible for processing new deeds received from the Registry of Deeds. Responsible for verifying each map and parcel as compared to deed. Responsible for making the appropriate changes in the Assessor computer systems for deed and ownership changes. Processes appropriate paperwork and notify all parties concerned of any discrepancies.
- Generates Abutters List, including notification to appropriate Department or Board/Commission.
- Prepares basic letters and forms to public in response to inquiries received via correspondence, and at times, telephone or in person.
- Enters exemptions into system
- Prepares monthly report to audit of financial changes.
- Prepares outgoing mail including typing envelopes/labels as necessary. Responsible for sorting and distribution of incoming mail.
- Process excise abatements
- Such other related duties as required.

Principal Clerk - Assessor

June 2017

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

- Ability to understand and follow directions. Ability to read maps and deeds.
- Working knowledge of Microsoft Office, especially, word and excel. Ability to learn to productively utilize the specific programs related to Assessor Office. Ability to perform stated duties within perimeter of GIS and MUNIS systems. Type a minimum of 35 wpm accurately. Able to be detail oriented and proofread work.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies and practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

Principal Clerk - Assessor

June 2017

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PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
ACCOUNT CLERK – AUDITOR'S OFFICE**

AFSCME 35 GRADE 9

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing accounts payable, clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Works under direct supervision of Assistant Auditor and Auditor, appointing authority. May also receive supervision from other employees of department as designated.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepares invoice input;
- verifies bills for accuracy and appropriate authorization;
- data entry of accounts payable;
- organize weekly vouchers and punch bills;
- verify and post Gas & Electric bills for all city accounts;
- checks contracts for compliance;
- check payroll calculations and postings
- records contracts and check for compliance
- verifies purchase orders for availability of funds
- prepares summaries of expenditures and balances in appropriations for warrant;
- Posts bills;
- Prepares outgoing mail including typing envelopes/labels as necessary. Sorts and distributes incoming mail.
- Create labels and maintain filing system;
- Archive records at end of year and assist with record retention pursuant to state regulations
- Maintains inventory of office supplies; orders supplies and creates purchase orders.
- Responds to inquiries whether via telephone or in person.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

- Knowledge of bookkeeping with ability to apply such to everyday activities.
- The ability to accurately calculate figures and to use basic mathematical concepts in practical applications.

Account Clerk - Auditor
June 2017

EDUCATION AND EXPERIENCE:

High school diploma or GED.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office and accounting software and machines.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
ACCOUNTANT – AUDITOR'S OFFICE**

AFSCME 35 GRADE 13

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This is professional accounting work performed according to established procedures and regulations. Work involves the keeping of all computerized accounting records, supervision of fiscal or accounting functions and varied transactions and reports. Work requires the application of accounting knowledge and skills of more than ordinary difficulty. Work can be reviewed at completion for overall standards of performance.

SUPERVISION:

Works under the direction of the City Auditor and/or Assistant City Auditor. Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Employee reviews, posts and processes fiscal reports including but not limited to accounting data to general ledger through subsidiaries, journal entries, trial balances, receipts, tax title, warrants, contracts, bond retirement schedule, City Council votes, balance Gas & Electric's records with Auditor's, carry overs and prepares necessary reports related to account status.
- Employee analyzes forms, correspondence, audit and investigation reports and other records for completeness and accuracy to determine sufficiency of information and compliance with pertinent laws. Required to have excellent planning and organizational skills.
- Assists with payroll;
- Verify account numbers and funds available for purchase orders;
- Process and post interdepartmental charges;
- Balance receivable accounts monthly;
- Assist with month end closeout;
- Verify Treasurer receipts;
- Employee researches information needed by the City Council, other departments, as assigned etc. and performs related work as required;
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

- Thorough knowledge of Municipal Accounting Principles and Methods (UMAS) and ability to apply and adapt established methods to accounting transactions.
- Working knowledge of the operation of various computer software applications, especially Microsoft excel and including but not limited to Microsoft word, outlook, power point and access for such uses as word processing and spreadsheets, etc. Familiar with MUNIS software PREFERRED.
- Ability to review and supervise the work of employees engaged in minor bookkeeping or office routines as necessary.

EDUCATION AND EXPERIENCE:

High school diploma or GED, Associates degree and 4 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office and accounting software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
ACCOUNTING MACHINE OPERATOR – AUDITOR’S OFFICE**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing accounts payable, clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service in person, via email and on the phone
- Maintains accurate records in accordance with departmental regulations and state statutes governing the records
- Verifies bills submitted for accuracy and appropriate authorization
- Enters all invoices for payment
- Prepares Warrants and check computer output; balancing at the end of each week
- Record contracts and maintain vendor contract records
- Maintain extensive spreadsheet of bills for use by Auditor and Assistant Auditor
- Prepare and maintain identification for files
- Verifies purchase orders for availability of funds and proper account to be charged
- Prepares summaries of expenditures and balances
- Posts bills, purchase orders, transfers, and adjustments.
- Posts ledger, journal and account entries and corrections
- Checks invoices for accuracy
- Invoice Maintenance (modify invoices)
- Responsible for add back on “maintains records for gas & electric department”
- Archives records on an annual basis
- May train other employee and participates in cross training
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

- Thorough knowledge of municipal bookkeeping with ability to apply such to everyday activities.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office and accounting software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies and practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
HEAD CLERK - BUILDING**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Assists in all operations of the Building Department. Moderate degree of decision making, within authority, and complete knowledge of the functions of department operations. Strong communication, organizational and computer skills are essential functions of this position.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides extensive customer service in person, via email and via telephone
- Assists and advises the general public and contractors in the regulations and procedures for building and other permits and inspections
- Prepares forms and other documents related to department functions
- Enters permit information into MUNIS database
- Collects fees, prepares transmittal and submits to Treasurer's department.
- Maintains records of fees collected
- Compilation of statistical and standard record reports for submittal to state & federal agencies and/or other municipal departments
- Maintains office supplies and materials
- Coordinates with Inspectors regarding permits and appointments
- Processes payroll on a bi weekly basis
- Processes accounts payable and purchase orders
- Processes accounts receivable for submission to Collector's Department
- Assists with generation of extensive end of year reports dealing with purchasing and budgets
- Tracks employee time and attendance including sick, vacation and injury leave
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

- Position requires ability to make decisions and exercise good judgment within City policies and procedures and Department goals and directives.
- Ability to prepare reports, financial and statistical reports; ability to plan, organize and direct the preparation of reports, analyze problems and formulate recommendations.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office and departmental software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies and practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Head Clerk - Building

June 2017

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Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
CLERK – CITY CLERK**

AFSCME 35 GRADE 9

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical duties, according to standard office procedures, involving the typing and preparing of forms, correspondence, and reports; organizing and maintenance of files, and organizing for scheduled meetings or City Council requests. Thorough knowledge of the duties performed and general knowledge of duties of department. Significant daily interaction with the public.

SUPERVISION:

Works under general supervision of City Clerk, appointing authority, and day-to-day supervision of Assistant City Clerk. If authorized by supervisor, may also receive assigned work by clerks or higher grade employees within department. A limited degree of decision will be exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides extensive customer service for a variety of activities; serves as first point of contact;
- Prepares forms, correspondence and any other documents
- Provides copies of vital records such as Birth, Marriage, Death certificates
- Photocopies and/or produces public records, recording and filing new information
- Serves as a Notary Public
- Provides certificates of residency, tag sale permits and permits for raffles/bazaars
- Processes vital records including creating, logging and filing records.
- Uses the VIPS (State mandated electronic program) in coordinating vital records
- Interacts with funeral homes in order to process death certificates
- Issues burial permits
- Prepares and enters data for various licenses and permits such as, but not limited to, tag sale, raffle, residency certificates, gas registrations, voter identifications
- Assists with genealogy, vital records research;
- Assists with public records requests
- Explains requirements, procedures and paperwork to couples with marriage intentions
- File and keep accurate indices for all filings that must be recorded with the City Clerk's
- Creates Applications in Munis for poll locations and City Council special permits and zoning changes. Prepares deposit for poll locations, City Council Special Permits and Zoning Changes for the Treasurer's Office.
- Maintains database for boards and commissions
- Serves as the liaison between the IT department and Boards and Commission members to create new user accounts for emails.
- Assists in scheduling or arranging meetings.
- Maintains accurate records and files in accordance with departmental regulations and state statutes governing the records

- Assists with election preparation and participate in voter registration and election day activities
- Prepares payroll for election personnel and enter employees into MUNIS
- Assists in processing of annual census
- Assists with voter registration, processing absentee ballot, and certification of nomination papers and petitions with Voter Registration Information System (VRIS).
- Assists with preparation of deposit for dog license fees.
- Record preservation including scanning documents, creating spreadsheets and organizing vault;
- Maintains website pages for City Clerk, City Council and boards and commissions
- Collect fees and assists with preparation for deposit with the Treasurer's office daily
- Utilize the UniPay Credit/Debit card system.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.

Clerk – City Clerk

June 2017

- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Ability to prepare forms, correspondence and other documents.
- Ability to answer telephones as well as responding to questions and providing information within authority. Ability to perform filing, scanning, faxing, bulk mailings and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Ability to quickly and efficiently multi-task
- Ability to perform such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. As required, may need to travel to locations throughout the City during elections. Work is largely sedentary in nature but requires daily up and down due to influx of customers. Occasional lifting of up to 30 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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CITY OF WESTFIELD
Principal Data Entry Clerk – City Clerk’s Office

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs complex clerical duties in conformity with standard office procedures, considerable degree of decision-making and thorough knowledge of workings of department, significant daily interaction with the public.

SUPERVISION:

Works under the supervision of the City Clerk, appointing authority and is directed by the Assistant City Clerk. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides extensive customer service for a variety of activities
- Provides extensive administrative service in the Board of Registrars department in waiting on customers, answering phones and assist in preparation of Elections, present during Election Day hours and assist in finalization of Election results
- Attends meetings of the Board of Registrars, prepares agenda, types and maintains minutes.
- Uses the Secretary of State’s election computer system and program (VRIS) to register voters, maintain voter information, generate various election data, process absentee ballots, certify nomination papers & petitions
- Prepares annual census, voter confirmation notices and street list book
- Process requests for Birth, Marriage and Death records by waiting on the public, handling telephone and mail requests, photocopying and/or producing and certifying requested public records, recording and filing new information according to standard procedures and in required format
- Explains requirements, procedures & paperwork to couples with marriage intentions
- Uses the VIPS (State mandated electronic program) in processing birth records.
- Assists in using the VIPS program in processing death records.
- Check for accuracy on all Birth and Marriage certificates received into the office with primary responsibility in forwarding documents to Vital Records & Statistics, either by mail or electronically, and complete filing process
- Assists with preparation and entry of data for various licenses and permits such as, but not limited to, Tag Sale Permits, Gas Registrations, Board and

Commission members, and other various licenses/permits using appropriate databases

- Maintain supply inventory and order as needed;
- Assists with purchasing of election products and supplies;
- Train election workers including generation of election worker guide;
- Retain electronic records and purge records in accordance with state regulations;
- Assists with the filing and maintenance of accurate indices for all filings that must be recorded with the City Clerk's Office. Keep files updated, and purges according to the Massachusetts Retention list
- Assists with reconciliation of checks and cash on a daily basis, deposit weekly using standardize procedures to Collector's and/or Treasurer's office and keep a running weekly, monthly, yearly balance
- Files and maintains accurate records for ordinances, orders, resolutions, special permits, zoning petitions, zoning variances and others required to be maintained by the City Clerk
- Serves as Notary Public
- Utilizes credit card system
- Updates departmental web page
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.

- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Ability to prepare forms, correspondence and other documents.
- Ability to assist with answering telephones as well as responding to questions and providing information within authority. Ability to file, scan, copy and process mail/postage as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Ability to multitask
- Ability to perform such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. As required, may need to travel to sites throughout the City, especially during election period. Work is largely sedentary in nature, but position requires daily up and down due to influx of customers. Occasional lifting of up to 30 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
PRINCIPAL ACCOUNT CLERK – COLLECTORS**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Applies accounting principles in the maintenance and processing functions involving financial accounts and records. Very detailed work with emphasis on accuracy and speed and a moderate degree of decision making and responsibilities. Must have basic understanding of overall department duties. Regular interaction with Public and other city departments. Communication and detail-oriented skills are essential for this position.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities via telephone, email and face to face
- Collects, processes and posts payments of real estate, excise and other city fees;
- Balances daily cash drawer
- May process RMV release of “flag” upon receipt of payment.
- Processes Municipal Lien Certificates
- Prepares correspondence for tax takings, tracking the letters sent, obtaining necessary documentation of mailings and providing follow up and file documents with Registry;
- Researches and processes real estate and personal property refunds and utility bills;
- Process RMV suspensions;
- Open office and vault daily;
- Maintain posting of payments on tax title accounts;
- Maintain filing of tax title accounts
- Preparation of redemption certificates
- Process attorney payments;
- May train other employee and participates in cross training
- Such other related duties as required.

Principal Account Clerk – Collectors

June 2017

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
SENIOR CLERK – COLLECTORS**

AFSCME 35 GRADE 9

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Daily balancing of cash/check drawers
- Provides customer service for a variety of activities via telephone email and in person
- Process lockbox and mail payments
- Receives and appropriately processes routine telephone inquiries according to established procedures.
- Collects, receipts, accounts and processes tax and other payments over-the-counter.
- Receives and distributes incoming mail to appropriate personnel, posts outgoing mail as required.
- Organizes and sorts and posts information/receipts as required in conformity with established procedures.
- Composes correspondence for routine matters.
- Responsible for filing, including setting up appropriate files as needed and maintaining them in accordance with established procedures.
- Verify receipts received are posted to proper account
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
SENIOR ACCOUNT CLERK – COLLECTORS**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Applies accounting principles in the maintenance and processing functions involving financial accounts and records. Very detailed work with emphasis on accuracy and speed and a moderate degree of decision making and responsibilities. Must have basic understanding of overall department duties. Regular interaction with Public and other city departments. Communication and detail-oriented skills are essential for this position.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responds to inquiries of general public and other departments in person, by telephone and/or electronically.
- Research and posting of payments of real estate, excise and other city fees;
- posting account entries
- Process interdepartmental transfers.
- RMV release of "flag" upon receipt of payment.
- Prepare affidavits for mailing of motor vehicle excise, real estate and personal property.
- Prepares schedules to pay warrant fees.
- Responsible for posting payments to and balancing receipts; including creating schedules for transferring of funds.
- Research and process excise tax refunds.
- Responsible for filing end of day's business as per set department procedures.
- Responsible for the inventory, ordering and requisition of office and paper supplies, toner; including preparing purchase orders and payment of those bills involving office supplies, postage, etc.
- Process mail and lockbox receipts;
- Prepare purchase orders and process invoices for payment on schedules;
- Post PKS payments; run report and process for payment on schedule
- Responsible for calling and scheduling maintenance for department equipment – copier, printers, etc.
- Assists Assistant City Collector and other clerks as necessary.
- Retrieves mail
- Such other related duties as required.

Sr. Account Clerk – Collectors
June 2017

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job. Cash handling experience preferred.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
OFFICE MANAGER – COMMUNITY DEVELOPMENT**

AFSCME 35 GRADE 13

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing high level of administrative and office management assistance to the department head for the efficient and effective operation of the department.

SUPERVISION:

Under general direction of the Community Development Director, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as administrative support to the department head and department
- Provides extensive customer service and serves as a liaison to the public and various organizations and professionals
- Provides administrative support to the Community Preservation, Zoning Board of Appeals, Westfield Redevelopment Authority, City Advancement Officer
- Inputs departmental budget data for Community Development, Planning, Zoning and Community Preservation
- Inputs data into the database for Community Development Block Grant including setting up projects, activities, funding, drawdowns, receipts and reports
- Maintains and prepares CDBG files for annual Audit
- Processes requests for reimbursements from state and federal government for economic development projects
- Enters permit information for the Zoning Board into the MUNIS system including applications, tracking of projects, processing payments
- Maintain records for permit applications and provide necessary reports
- Researches deferred payment loan balances for grant recipients, deposits payment and generates receipts
- Meets with CDBG recipients to explain processes and procedures to be followed.
- Processes payroll on a bi weekly basis, entering data from time sheets and reports
- Tracks employee time and attendance including sick, vacation and injury leave
- Processes accounts payable for submission to Auditing Department; purchase orders
- Processes accounts receivable for submission to Collector
- Maintains office supplies, orders as necessary
- Posts meetings, prepares agendas and packets, attends meeting; prepares meeting minutes for Community Preservation, Planning Board, Zoning Board of Appeals, Westfield Redevelopment Authority, City Advancement Officer and posts approved minutes on the web.

Office Manager – Community Development

June 2017

- Attends Community Development Block Grant public hearings to receive public input on the Community Development Action plan and posts minutes on the web.
- uses IDIS for tracking grants and preparation of reports.
- Updates departmental web page
- May provide training and instruction to interns and volunteers
- Processes requests for reimbursements for the HOME Consortium.
- Serves as Notary Public
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED, Associates degree and 4 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job. Strong communication, organizational and project management skills required. Massachusetts driver's license.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.

- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
PRINCIPAL CLERK – COMMUNITY DEVELOPMENT**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position provides clerical support to the Department Director; serve as secretary to the Planning Board; process dialing parking tickets submitted to WPD; serves as first contact for public customers; maintains files and records; answers telephones; prepares and mails outgoing correspondence or parcels; prepares correspondence, forms, files, and reports for processing, storage, or forwarding; answer inquiries; operate standard office machines and equipment; and perform related work as required. The basic purpose of this work is to provide clerical support for the Community Development office.

SUPERVISION:

Works under the supervision of the Director of Community Development. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides clerical support to the Community Development Director;
- Serves as secretary to the Planning Board, attends meetings and records minutes;
- Process and enter Planning Board applications into MUNIS;
- Serves as first contact for public customers;
- Processes daily parking tickets submitted by WPD and Enforcement Officer;
- Schedule appeal hearings and notify parking violators
- Prepare and manage purchase orders and payments of office bills.
- Provide office coverage for Off-Street Parking and License Office as needed.
- Files material such as correspondence, reports, applications, etc.
- Answers telephone calls and/or emails to provide routine information.
- Receives and distributes incoming mail, memoranda, packages, etc. to appropriate individuals within the assigned unit.
- Retrieves records from files such as correspondence, applications, etc.
- Assists with payroll and accounts payable as needed;
- Prepare and mail notices for meetings and maintain records;
- Maintains web sites for Community Development, Planning Board, Community Preservation, Zoning Board of Appeals.
- Updates Zoning Ordinance
- Such other related duties as required.

Principal Clerk – Community Development
June 2017

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
PRINCIPAL CLERK – COUNCIL ON AGING**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical and administrative duties requiring a moderate degree of decision-making and a high degree of knowledge of the services and activities provided by the Council on Aging. Requires thorough knowledge of the duties performed and general knowledge of other departments within the city. Significant daily interaction with the public. Communication skills are an essential function of this position.

SUPERVISION:

Under direct supervision from the Council on Aging Executive Director, the appointing authority. May also be supervising and providing direction to clerks, including volunteers, of a lesser grade.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists in administration of office by managing telephone and mail requests, photocopying and statistically reporting end of year data, recording and filing new information according to standard procedures and in required format. Records and maintains proper files on clients utilizing COA services and programs.
- Responsible for the clerical duties associated with the Council On Aging programs.
- Responds to telephone calls from public; registers and collects monies from public for programs. Processes instructors, volunteers, and personnel files, payroll, and provides basic information on policies and procedures.
- Responsible for accurately maintaining and handling funds and donations, as well as recording any transactions and grants to the Council On Aging account budget.
- Processes weekly payroll and attendance hours.
- Prepares purchase orders for all vendors, sets up new accounts and prepares payment for all bills, securing signatures before submitting to City Hall Departments. Responsible for deposits to the Treasurer and following City procedures. Brings any discrepancies to the Director's attention immediately.
- Responsible for any filing, alpha and numerical, including setting up appropriate files as needed and maintaining files according to set procedures and good business practice.
- Responsible for maintaining inventory and ordering Senior Center supplies and equipment as authorized. Responsible for receiving and stocking supplies.
- Responsible for mailing minutes of Council on Aging meetings to Board Members along with agenda and any requested information.
- Assists other employees and volunteers in department in the performance of related tasks.
- Reports any suggestions, concerns, or daily operational problems received from older adults and the public to the Executive Director.

- Responsible for reporting and/or requesting maintenance services within authorization.
- Assists in the development of the monthly newsletter by submitting requested information to the Director. Coordinates newsletter distribution to the public.
- Coordinates all facets of AARP Tax Assistance program. Creates tax appointment schedule with assistance from the AARP Tax Assistance program coordinators. Books all appointments for participants; reschedules appointments, as necessary. Provides each participant with written information confirming appointment date and time, and description of all documentation necessary for filing Federal and State taxes as well as State Circuit Breaker Tax Credit program. Conducts reminder telephone calls prior to appointment.
- May be assigned other duties as needed to assure optimal effectiveness of Council On Aging / Senior Center programs and services for the City's older adults.
- Provides clerical support to the Director;
- Maintain Senior Center database;
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

Ability to compose correspondence. The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job. Must possess a valid Massachusetts Driver's License, Class C. Must be CPR/AED certified. Ability to meet CORI standards as set by State statutes and Executive Office of Elder Affairs (EOEA) regulations.

SKILLS AND QUALIFICATIONS:

- Ability to compose correspondence.
- Ability to multi-task in a fast-paced environment.
- Ability to operate a personal computer and display intermediate skill when using software programs for word processing, database, spreadsheets and other software as required by the position.
- Ability to operate general office machines and equipment such as copy machines, multiline telephone system, and calculators.
- Ability to type no less than 35 w.p.m. Able to proofread work.
- Ability to develop effective and constructive working relationships with service providers, human service agency personnel, and the public. Ability to communicate effectively both orally and in writing. Ability to communicate effectively with older adults, public, staff, other city department personnel, and vendors over the telephone and in person in a courteous and professional manner.
- Ability in the areas of leadership, independent judgment, initiative, decision-making, and problem-solving. Ability to establish and maintain effective working relationships with supervisor; fellow employees, both within the department as well as other City Employees; volunteers; interns; and older adults.

- Ability to work independently and effectively to see that all time-sensitive tasks are completed on schedule.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within the Senior Center, where Employee is required to report for their shift. Ability to travel throughout the office and within the Senior Center is necessary. Work is largely sedentary in nature, with occasional lifting of up to 30 pounds (possibly higher with assistance) with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
HEAD CLERK – PUBLIC WORKS**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Head Clerk, under the supervision of the Office Manager assists in planning all operations of and oversees the immediate central office staff. Assists in the City's utility billing, including water, sewer, solid waste management, and storm water; preparing the billing accounts, financial records and relevant reports related to utility billing. Moderate degree of decision making, within authority, and complete knowledge of the functions of City's utility billing functions and related department functions. Strong communication, organizational and computer skills are essential functions of this position. This position has thorough knowledge of departmental operations and of all City administrative procedures.

SUPERVISION:

Works under direct supervision of the Office Manager and general supervision of Water Superintendent, appointing authority. In the Superintendent's absence, may receive direction from the Deputy Superintendent within authority. In the absence of the Office Manager oversees central office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides extensive customer service
- Receives customer complaints and enters into see click fix complaint tracking system
- Processes and reviews accounts payable for submission to Auditing Department
- Processes accounts receivable for submission to Collector
- Processes requisitions and maintains purchase orders
- Processes payroll on a bi weekly basis
- Tracks employee time and attendance including sick, vacation and injury leave
- Participates in utility billing programs including water, sewer, solid waste, storm water, as well as septic hauler, tanker fill, and others.
- Assists in loading and unloading of handheld meter reading equipment.
- Receives calls, creates work orders for customer issues and digsafe
- Enters extensive data into database system, including work order systems
- Generates numerous reports
- Schedules bulk trash pick ups
- Maintains accurate files for a variety of departmental records
- May serve as Secretary to DPW Commission
- Process and prepare final billings and final reads for real estate transactions
- May train staff and participates in the cross training of departmental employees
- Such other related duties as required.

Head Clerk –Public Works

June 2017

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
HEAD CLERK – WATER**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Head Clerk, under the supervision of the Office Manager assists in planning all operations of and oversees the immediate central office staff. Assists in the City's utility billing, including water, sewer, solid waste management, and storm water; preparing the billing accounts, financial records and relevant reports related to utility billing. Moderate degree of decision making, within authority, and complete knowledge of the functions of City's utility billing functions and related department functions. Strong communication, organizational and computer skills are essential functions of this position. This position has thorough knowledge of departmental operations and of all City administrative procedures.

SUPERVISION:

Works under direct supervision of the Office Manager and general supervision of Water Superintendent, appointing authority. In the Superintendent's absence, may receive direction from the Deputy Superintendent within authority. In the absence of the Office Manager oversees central office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides extensive customer service
- Receives customer complaints and enters into see click fix complaint tracking system
- Processes and reviews accounts payable for submission to Auditing Department
- Processes accounts receivable for submission to Collector
- Processes requisitions and maintains purchase orders
- Processes payroll on a bi weekly basis
- Tracks employee time and attendance including sick, vacation and injury leave
- Participates in utility billing programs including water, sewer, solid waste, storm water, as well as septic hauler, tanker fill, and others.
- Assists in loading and unloading of handheld meter reading equipment.
- Receives calls, creates work orders for customer issues and digsafe
- Establishes and maintains individual accounts
- Enters extensive data into database system, including work order systems
- Generates numerous reports
- Schedules bulk trash pick ups
- Maintains accurate files for a variety of departmental records
- May serve as Secretary to DPW Commission
- Process and prepare final billings and final reads for real estate transactions
- May train staff and participates in the cross training of departmental employees
- Such other related duties as required.

Head Clerk – Water

June 2017

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OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

CITY OF WESTFIELD
OFFICE MANAGER – WATER

AFSCME 35 GRADE 13

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Responsible administrative management support to the Public Works Director and to support the efforts of the Department for the efficient and effective operation of the department. Incumbent supervises staff and performs a variety of administrative duties.

SUPERVISION:

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The incumbent gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supervises administrative staff and plan operations for their work
- Develops standardized office procedures and provides training and guidance as necessary to ensure uniform application of procedures
- Trains staff and identifies training needs as well as facilitating cross training of staff on a departmental basis
- Provides extensive customer service to internal staff, personnel from other departments, vendors and the public
- Oversees operations of business office work order systems for DPW and fuel program
- Oversees payroll and maintenance of leave balances
- Provides administrative support to the Water Commission, by attending meetings, preparing minutes and necessary agenda item
- Manages utility billing program, including water, sewer, solid waste, storm water and others
- Administers Business & Licensing Program regarding approved contractors for DPW
- Processes utility billing liens to real estate and provides necessary reports to departments, such as Auditor and Collector
- Processes account adjustments and abatements as needed
- Prepares hydrant meter billing to contractors;
- Manages permit and code program for permits for DPW
- Such other related duties as required.

Office Manager - Water

June 2017

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED, Associates degree and 4 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

CITY OF WESTFIELD
PRINCIPAL CLERK – DPW

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Under general supervision from Office Manager, Deputy and Foreman. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities in person and on the phone providing the first point of contact to the department
- Receive extensive calls, create work orders for customer issues and digsafe
- Receive complaints from customers and enters into the See Click Fix system
- Contacts vendors and resolves purchasing issues related to vendor invoices
- Distributes incoming mail to appropriate sources. When necessary may deliver to other City departments
- Enters data into DPW work order system and quality control work order system
- Maintains extensive departmental files, both paper and electronic
- Maintains spreadsheet records of trash barrels distributed to residents for single stream
- Operates a variety of office equipment in performance of duties
- Performs accounts payable duties. Processes invoices and payments
- Prepares interdepartmental charges for fuel used by city departments
- Records data in and maintains Fuel Master program
- Maintain employee accruals of leave and maintain daily absence calendar
- Processes accounts payable from purchase order requisitions and invoices
- Processes permit applications and issues permits for all divisions of DPW
- Processes senior discounts and change of address in the general utility billing account database
- Schedule bulk trash pickups and maintain spreadsheet
- May train other employee and participates in cross training
- May serve as secretary to DPW Commission, prepares agendas, packets and minutes
- Performs special projects as needed
- Such other related duties as required.

Principal Clerk – DPW

June 2017

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively orally & in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
PRINCIPAL CLERK – WATER**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Under general supervision from Office Manager, Deputy and Foreman. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities in person and on the phone
- Receive calls, create work orders for customer issues and digsafe
- Receive complaints from customers and enters into the See Click Fix system
- Enters data into Water Division work order system and quality control work order system
- Maintains extensive departmental files, both paper and electronic
- Operates a variety of office equipment in performance of duties
- Maintain employee accruals of leave and maintain daily absence calendar
- Processes permit applications and issues permits for all divisions of DPW
- Processes senior discounts and change of address in the general utility billing account database
- Coordinate hydrant repairs after motor vehicle repairs with vendors
- Maintains hydrant database and creates reports for fire departments
- Maintains hydrant meter database
- Maintains vehicle database and creates reports
- Processes special/miscellaneous billings
- Updates service/meter accounts
- Maintains water ties database
- Maintains restoration database for loan and asphalt repairs
- Receives and confirms deliveries
- Schedule bulk trash pickups and maintain spreadsheet
- May train other employee and participates in cross training
- May serve as secretary to DPW Commission, prepares agendas, packets and minutes
- Performs special projects as needed
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively orally & in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
SENIOR CLERK - WATER**

AFSCME 35 GRADE 9

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department. Performs a variety of clerical duties requiring a moderate degree of decision making and a general knowledge of the functions and operations of the Water Department.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities in person and on the phone providing the first point of contact to the department
- Receive calls, create work orders for customer issues, final reads and digsafe
- Receive complaints from customers and enters into the See Click Fix system
- Contacts vendors and resolves purchasing issues related to vendor invoices
- Type correspondence, reports, memoranda, minutes, schedules, invoices and other documents
- Proofreads typed material for accuracy and completeness
- Enters data on the department's metered billing system computers
- Maintains Water Department records and files including computer stored files
- Answer telephones and handle inquiries, customer problems and complaints and provide official Water Department information to the public
- Provide in person, at the counter, service to Water Department customers and the public
- Post paid bills on the department's computer
- Assists in preparation and posting of mailings
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
Head Clerk – Engineering**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position involves responsible clerical, data entry and bookkeeping work of considerable complexity. Considerable specialization with high degree of decision-making. Thorough knowledge of operations of department and how the department interacts with other City departments. Main point of contact with the public for the office.

SUPERVISION:

Works under direct supervision of the City Engineer, appointing authority. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs clerical tasks within the department including but not limited to payroll, bill scheduling, materials and equipment requisition, record-keeping, file maintenance and financial account record maintenance.
- Assists employees in standard departmental and City methods.
- Involved in considerable public contact requiring knowledge of departmental programs; answers telephone and other inquiries and provides information to public within scope of authority.
- Regularly prepares standard reports; compiles, tabulates and applies standard formulas to statistical data of moderate complexity.
- Types standard forms, permits, applications, etc. and oversees the preparation and accurate filing of same; prepares correspondence and memos for City Engineer as required.
- Operates a variety of office machines in performance of duties, including telephones, adding machines, photocopy machines, typewriters, computers and printers; engages in limited maintenance of such equipment.
- Assists with the explaining, verifying eligibility, processing and managing of projects for the City Engineering projects, subject to final approval of City Engineer or professional office staff as assigned.
- Assists the Department Head in administering and managing the department's multiple financial operations including Chapter 90, Bonding, Annual appropriations and special grants. This is a highly complex task requiring knowledge of accounting and business

Head Clerk - Engineering

June 2017

practices. Included is the scheduling of borrowing of funding, tracking of relevant Department expenses and reimbursements

- Coordinates and verifies information with the Auditor, Treasurer or Purchasing Director and/or other Financial Departments, as needed.
- Assist in the development and maintenance of a centralized archiving system for municipal infrastructure records; maintains such records in up-to-date fashion so as to enhance efficiency of professional engineering staff and others; responds to requests for such information as appropriate or refers request to appropriate office staff.
- Coordinate and assist City Treasurer with bonding balances and borrowing activities and needs.
- Assists in timely and accurate processing of project records, when required.
- Maintain all documentation/records associated with engineering projects and provide necessary reports to all departments, including Auditor and Treasurer.
- Responsible for management of incoming/outgoing mail for the department. This can involve bulk mailing and certified mailing.
- Responsible for scheduling City Engineers' and departmental meetings and events.
- Such other related duties as required..

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

Ability to learn, comprehend and articulate Engineering office terminology with and from office staff; ability to explain Engineering terminology or documents of moderate complexity to public.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job. Engineering experience preferred.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments.
- Ability to follow departmental rules, regulations, policies and practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.

- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
HEAD CLERK - FIRE**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing high level of administrative and office management assistance to the department head for the efficient and effective operation of the department.

SUPERVISION:

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The incumbent provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plans daily office routine; provides instructions to office clerical staff.
- Maintains department database
- Processes payroll on a bi-weekly basis, entering data from time sheets and reports
- Processes accounts payable for submission to Auditing Department
- Processes accounts receivable for submission to Collector
- Tracks employee time and attendance including sick, vacation and injury leave
- Assists in administrative work in the management of on the job injuries
- Maintains office supplies, orders as necessary
- Orders equipment as instructed
- Posts meetings, prepares agendas and packets, attends meeting; prepares meeting minutes for Fire Commission
- Processes inter-departmental billing including Massachusetts Turnpike, Hazmat etc.
- Enter budget information into Munis software system
- Track permits issued, submitting funds to Collector
- Assists in collection of data for budget and inputs budget
- Process new hires
- Assists department with administrative work as needed
- Obtain vendor quotes; set up vendor information; prepare purchase orders
- Schedules Fire Prevention inspections as needed
- Provides extensive customer service

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- Provides coverage/back up for other departmental employees as needed
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
PRINCIPAL DATA ENTRY OPERATOR - FIRE**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Under general supervision of the Fire Chief and direct supervision of the Head Clerk. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service in person and on the phone, greeting visitors
- Maintains accurate records in accordance with departmental regulations and state statutes governing the records
- Maintains ambulance patient database by verifying calls for dispatched ambulances
- Verifies that ambulance run information is complete and accurate
- Collects necessary paperwork for transports, exports ambulance transport information to billing company and maintains accounts receivable from billing company
- Verifies patient account information for patients with same name, making sure insurance information is correct
- Assists Fire Prevention with scheduling appointments and processing payments for the permits and inspections
- works with vendors and medical providers regarding ambulance billing
- Assists with department administrative work
- Compiles information for annual MassHealth report
- Maintain database for EMT/Paramedic certifications
- Assist with payroll
- Provides coverage/backup for other department members as needed
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
HEAD CLERK - HEALTH**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing high level of administrative and office management assistance to the department head for the efficient and effective operation of the department.

SUPERVISION:

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as administrative support to the department head and department
- Provides extensive customer service and serves as a liaison to the public and various organizations and professionals
- Assists residents with inquiries regarding landlord conflict, trash issues and other public health concerns
- Mails annual permits and collects fees, monitoring payments, making deposits and following up for non-payment
- Assists Director with emergency preparedness and coordinates with Hampden County Health Coalition
- Reviews, processes and follows through on various permits through MUNIS Permit and Code database
- Maintains departmental budget records and assists in preparation of annual budget
- Serves as clerk to the Board of Health, posting meetings, attending meetings, taking minutes and preparing minutes.
- Processes accounts payable for submission to Auditing Department
- Processes accounts receivable for submission to Collector
- Processes payroll on a bi weekly basis, entering data from time sheets and reports
- Tracks employee time and attendance including sick, vacation and injury leave
- Maintains office supplies and equipment, orders as necessary
- Makes travel arrangements for department staff
- Assists with preparation of health fairs
- Maintains department calendar and coordinates office coverage
- Balance transfer station accounts
- Prepares purchase orders for transfer station
- Balance nursing division accounts
- May provide training and instruction to part time staff
- Such other related duties as required.

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OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
OFFICE MANAGER – LICENSING**

AFSCME 35 GRADE 13

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position is responsible for maintaining, and managing the City's business license module for Zoning, Planning and Codes & Permits; processing and maintaining several parking ticket systems and the recycle sticker system. Prepares and processes the billing accounts, financial records, and reports relative to business licenses, parking tickets and recycle stickers. Strong communication, organizational and computer skills are essential functions of this position along with thorough knowledge of departmental operations and all City administrative procedures. This position manages the day-to-day operations of the Licensing and Parking Office; processes license applications; serves as clerk to Off-Street Parking Commission; answer inquiries; operates standard office machines and equipment; and performs related work as required.

SUPERVISION:

This position performs a broad range of duties requiring a high degree of individual initiative, independence, and decision making within authority and works under direct supervision of the Director. May provide direct supervision and training of staff assigned to Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manages day-to-day operation of the License/Parking Office
- Prepares correspondence regarding ticket appeals
- Serves as liaison to WPD and DPW regarding parking issues
- Attends monthly meetings to the Off-Street Parking Commission and records minutes
- Attends monthly meetings of the License Commission and records minutes
- Works with Legal Department to create legal advertisements, legal correspondence and license inquiry responses
- Serves as liaison to WFD regarding inspections for license applications.
- Build, maintain, and manage the business license module for License Department, Planning Department and Zoning Department requiring numerous licensing steps.
- Serves as liaison with Technology Center regarding Permit & Code Module issues for License Department, Planning Department and Zoning Department.
- Setup and maintain business license billing accounts, financial records, and relevant reports.
- Maintain all documentation/records associated with business license billing and provide necessary reports to all departments, including Auditor and Collector.
- Prepare billing commitments & adjustments to accounts.
- Prepare and submits year-end reports to the Auditor.
- Responsible for generating the auxiliary codes from module for each fiscal year.
- Submit the annual report of the department's business licensees' data to the DOR.

Office Manager - Licensing

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- Generate and processes all annual and seasonal license renewals for business license departments, a process with numerous billing cycles.
- Prepares business certificates
- Processes payroll on a bi weekly basis, entering data from time sheets and reports
- Tracks employee time and attendance including sick, vacation and injury leave
- Processes accounts payable for submission to Auditing Department; purchase orders
- Processes accounts receivable for submission to Collector
- Balance cash drawer; receipts to Treasurer for Licensing, and other departments
- Process parking permits
- Coordinate meter machine system
- Generate account receivables for all new business license and all renewal licenses.
- Generate bill adjustments for all business licenses.
- Generate and process all new business license applications.
- Search Munis for all business licensees for outstanding tax obligations, report findings to City Collector to review, communicate the Collector's requirements back to the licensee.
- Update all business license renewal information into the Munis b/l module for all four departments. Track licensees with missing renewal information.
- Train and guide the other business license department in Munis's Business License view only process.
- Manage the department's websites, Parking Clerk, Off Street Parking Commission & License Commission.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED, Associates degree and 4 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job. Legal background would be helpful. Thorough knowledge of permitting requirements of City departments preferred.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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CITY OF WESTFIELD
PRINCIPAL CLERK – LICENSING/PARKING

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Position is responsible for providing clerical, bookkeeping and customer service assistance for the efficient and effective operation of the department.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities in person and on the phone; serves as first point of contact
- Files material such as correspondence, reports, applications.
- Processes daily parking violations and enforcement logs from Enforcement Officer and police personnel
- Receives, processes and balances payment for violations, parking permits and meter machines.
- Posts and records revenue for department via computer to Treasurer.
- Submits parking violations to agency and confirm agency's input of the violation to ensure accuracy
- Scan paid tickets and other documents, label and move to correct folder in computer system
- Balance cash drawer daily; submit receipts to Collector
- Assists with business certificates
- Schedule ticket hearings
- Prepare and mail notifications
- Process downtown parking permits
- General office administration
- Assists with license applications
- Handles recycling permits and entry permits
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
HEAD CLERK – PARKS & RECREATION**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position is responsible for providing a high level of administrative and office management assistance and provides clerical support; maintains files and records; answers telephones; prepares and mails outgoing correspondence or parcels; prepares correspondence, forms, files, and reports for processing, storage, or forwarding; answer inquiries; operate standard office machines and equipment; and perform related work as required.

SUPERVISION:

Works under the supervision of the Deputy Superintendent of Parks and Recreation. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the Deputy Superintendent of Parks and Recreation for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as administrative support to the department
- Provides extensive customer service and serves as a liaison to the public and various volunteer organizations
- Processes seasonal hires assisting with paperwork to onboard
- Sets up interviews for seasonal staff positions
- Registers participants for programs, tracking data for dates, times, fees, t-shirt size, email and provides information to staff and vendors.
- Runs reports and calendars regarding all recreation programs
- Uses registration system to manage dates, fees, times and locations, process receipts, refunds, transfers and credits
- Supports and serves as Secretary to the Parks and Recreation Commission, prepares agendas, packets and prepares minutes
- Coordinates extensive data for programs, prepares manuals, packets and forms
- Prepares certificates for staff, participants, and coaches.
- Processes payroll on a bi weekly basis, entering data from time sheets and reports
- Tracks employee time and attendance including sick, vacation and injury leave
- Submits requisitions for purchase orders, processes interdepartmental charges, perform accounts payable duties
- Contacts vendors and resolves purchasing issues
- Maintains office supplies, orders as necessary
- Obtain quotes from vendors

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- Receives complaints from customers and enters into See Click Fix system
- Assists with preparation of budget
- Coordinates events
- Creates gift certificates for community charity events
- Assists with and maintains the Park and Recreation division account budgets
- Maintains the Parks and Recreation website, including press releases and season programs information to the public
- Prepares forms for department head for submittal to City Clerk and Mayor's office regarding disclosures for city employees holding two jobs.
- Assists with Permits-Use of Area forms.
- Provides training and instruction to program and seasonal staff
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important payroll information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.

- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

CITY OF WESTFIELD
PAYROLL CLERK

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Payroll Clerk is accountable for preparing, processing and updating the municipal and school department payrolls requiring a degree of decision making and knowledge of a payroll department.

SUPERVISION:

Works under general supervision of the Personnel Director and/or Assistant Personnel Director. Position exercises moderate judgment and performs regular daily duties independently. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions. No supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Inputs employee updates including all job and pay changes, additions or terminations.
- Inputs time and attendance.
- Responsible for processing lump sum
- Collects necessary reports and/or information from schools/departments needed for payroll processing or employee updates.
- Review, verify and reconcile all payroll entries and payroll registers from City departments as well as assuring completeness and accuracy of all supporting paperwork, time cards, etc. regarding personnel pay and/or records.
- Accurate input, totaling and balancing of all payrolls. This includes any necessary entries for pay and/or attendance for any employees, departments or offices that do not make time and attendance entries at the school/city department level.
- Proper filing and processing of all time cards, absence reports, informational sheets, personnel action forms and all other paperwork necessary for payroll.
- Processing and reconciliation of new hires, termination, longevity and retro payments.
- Preparation and maintenance of spreadsheets or reports including gathering and organizing information from city departments.
- Adheres to provisions of collective bargaining agreements and employment contracts.
- Assist with all other aspects of payroll as needed.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school degree or GED certification. At least one to three years of payroll experience preferably in a municipal setting using MUNIS. Alternatively, an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office and payroll software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important payroll information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies and practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

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PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

CITY OF WESTFIELD
PAYROLL CLERK – SCHOOLS

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Payroll Clerk is accountable for preparing, processing and updating the school department payrolls requiring a degree of decision making and knowledge of a payroll department.

SUPERVISION:

Works under general supervision of the Personnel Director and/or Assistant Personnel Director. Position exercises moderate judgment and performs regular daily duties independently. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions. No supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Inputs time and attendance.
- Responsible for processing lump sum.
- Collects necessary reports and/or information from schools/departments needed for payroll processing or employee updates.
- Review, verify and reconcile all payroll entries and payroll registers from School departments as well as assuring completeness and accuracy of all supporting paperwork, time cards, etc. regarding personnel pay and/or records.
- Accurate input, totaling and balancing of all payrolls. This includes any necessary entries for pay and/or attendance for any employees, departments or offices that do not make time and attendance entries at the school department level.
- Proper filing and processing of all time cards, absence reports, informational sheets, personnel action forms and all other paperwork necessary for payroll.
- Preparation and maintenance of spreadsheets or reports including gathering and organizing information from school departments.
- Adheres to provisions of collective bargaining agreements and employment contracts.
- Assist with all other aspects of payroll as needed.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

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EDUCATION AND EXPERIENCE:

High school degree or GED certification. At least one to three years of payroll experience preferably in a municipal setting using MUNIS. Alternatively, an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office and payroll software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important payroll information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies and practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing

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or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
OFFICE MANAGER – POLICE**

AFSCME 35 GRADE 13

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs a variety of administrative and clerical duties to assist the Police Chief in coordinating and planning all daily administrative functions of the Police Department. High degree of maintenance of confidentiality is an essential requirement of this position and all duties associated with position. Strong communication, organizational and computer skills are essential functions of this position along with thorough knowledge of departmental operations and all City administrative procedures. Some interaction with the public. Regular interaction with law enforcement officers.

SUPERVISION:

Performs a broad range of duties requiring a high degree of individual initiative, independence, and decision making within authority. Works under general supervision of the Police Commission, the appointing authority. Under direct supervision of the Police Chief, Acting Police Chief and/or designation Captain(s). May provide direct supervision and training of clerical staff or interns assigned to Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists the Police Chief and Police Commission in preparing, maintaining, and processing of Civil Service forms required by the Division of Human Resources to effectuate the appointment, promotion, termination, etc. of departmental employees. Also responsible for providing copies to the Personnel and Audit Department.
- Responsible for typing correspondence, memos, and reports for Police Chief and Police commission, including confidential material, Executive session minutes, and medical information. Assists Police Chief in preparing of agenda and distribution of meeting packages for Police Commission. Records and transcribes Police Commission, and Traffic Commission minutes. Assists Administrative and Line Captains when requested.
- Responsible for maintaining the billing accounts, financial records, and reports relative to the Department. Responsible for purchasing and requisitioning, creating purchase orders, and processing payments. Prepares reports on account as required. Maintains inventory and storage of office supplies and equipment; Order supplies as needed.
- Maintains records of time worked, leave accrued, leave approved and leave taken by department employees.
- Responsible for responding and screening incoming telephone calls for Police Chief, takes messages; provides information within limits of authority. Manages complaints that come to Police Chief Office; responds to complaints and questions from the general public, provides information, reviews problems and recommends corrective action or refers to correct police officer/unit or city department.
- Manages the 111F claims, assures claims are complete and have been signed by all parties in a timely manner, distributes claims to all necessary departments and files; prepares reports accordingly for Chief and Commission, maintains filing, reviews

Office Manager - Police

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invoices and codes invoices for payment; contacts doctors and hospitals if needed for any additional information; prepares schedules for payment. Tracks line of duty injury time and if necessary prepares documents for tax purposes.

- Prepares regular and outside duty departmental payroll on a weekly basis (bi-weekly) in conformity with standard procedures. (withholding, and other deductions).
- Monitors and prepares reports for: contractual raises, sick leave, education incentive, court time, work performed on outside duty details (for auditor).
- Maintains files for Police Chief and Police Commission in conformity with standard office procedure. Manages mail for Police Chief and Police Commission.
- Oversees supervision of other clerical staff and interns. Provides direction as needed. Instructs staff in use of department software, including Munis, and in office equipment as may be needed. Assists in writing, establishing and implementing procedures and protocols to provide internal coordination of administrative and clerical functions.
- Maintains spreadsheet of State Education under Quinn Bill;
- Coordinates military pay
- Confirm receipts and deposit drug funds;
- Assist with sex offender registry entries, fingerprinting and license to carry.
- Process Board of Probation checks
- Handles payroll, accounts receivable and accounts payable for Animal Control
- Prepares crossing guard payroll
- Processes dog licenses.
- Prepares monthly overtime expense report for the Captain
- Responsible for the security of files and offices related to Police Chief at all times, but especially at the end of the day.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED, Associates degree and 4 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job. Proven skills of administration, organization, detail oriented and maintenance of confidences. Legal background would be helpful. Massachusetts driver's license.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.

- Work involves standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
PRINCIPAL CLERK – POLICE – DOMESTIC VIOLENCE**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position performs varied, complex and highly confidential secretarial and office administrative assistance to the Police Captains. Assignments involve a high degree of complexity and administrative responsibility as well as initiative and independent judgment.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintains accurate records in accordance with departmental regulations and state statutes governing the records
- Provides customer service on domestic violence and restraining order requests, inquiries and reporting
- Provides customer service in assisting the public, government departments and attorneys with obtaining requested reports
- Maintains records for grants received by the department
- Assists with the scheduling and filling of shifts for reserve officers
- Inputs restraining orders into computer and updates as needed
- Maintains records for the tracking of all officer training
- Counsels for safety plans
- May attend and assist in court hearings as needed
- Schedules new employee testing, training and entrance into Police Academy
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

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Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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**CITY OF WESTFIELD
PRINCIPAL CLERK – POLICE – RECORDS**

AFSCME 35 GRADE 10

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position performs varied, complex and highly confidential secretarial and office administrative assistance to the Police Captains. Assignments involve a high degree of complexity and administrative responsibility as well as initiative and independent judgment.

SUPERVISION:

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintains accurate records in accordance with departmental regulations and state statutes governing the records
- Provides customer service on records and reports
- Provides customer service in assisting the public, government departments and attorneys with obtaining requested reports
- Collect fees and balance receipts to be deposited in Collector's department
- Issues vendor, peddler and vehicle sale permits and maintains accompanying records
- Processes the registration of sex offenders
- Issues firearm permits
- Validates stolen firearms, vehicles, plates and persons
- Processes Board of Probation checks and fingerprinting
- Processes dog licenses
- May assist with payroll
- Responds to court keeper of the records requests and DCF requests for information
- May train other employee and participates in cross training
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

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EDUCATION AND EXPERIENCE:

High school diploma or GED and 1 year related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

CITY OF WESTFIELD

SENIOR CLERK TYPIST - POLICE

AFSCME 35 GRADE 9

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical work of moderate complexity requiring a moderate degree of decision-making. Thorough knowledge of duties performed and general knowledge of overall department duties. Thorough knowledge of the duties performed and thorough knowledge of how those duties interact with both departmental and City requirements. Regular interaction with the public and with law enforcement officers.

SUPERVISION:

Works under general supervision of Police Commission, appointing authority, and the direct supervision of the Police Chief, the Chief's designee or the Police Captain. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities
- Provides assistance to residents, the public, attorneys, government agencies by copying a variety of police records
- Coordinates with city departments for court dates for non-criminal dispositions
- Enters all citations into database
- Performs audit of billing by tow company
- Conducts weekly reconciliation of cash receipts and prepares schedules and forms to assure proper recording of same
- Assists with the License to Carry, FID and fingerprinting appointments
- Process log licenses
- Registers sex offenders
- May assist with payroll
- Review accuracy of traffic citations
- Prepares false alarm billing
- participates in cross training
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

EDUCATION AND EXPERIENCE:

High school diploma or GED.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building, where Employee is required to report for their shift. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
ASSISTANT PURCHASING AGENT**

AFSCME 35 GRADE 13

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs a variety of administrative, clerical and technical duties coordinating and planning all daily operations of the Purchasing Department within the Department policies and procedures and Massachusetts General Laws. Provides working guidance and direct assistance to all City and School Staff regarding purchase order procedures and compliance. Position requires a working knowledge of the laws and regulations regarding the procurement of goods and services. Strong communication, organizational and computer skills are essential functions of this position along with thorough knowledge of departmental operations and all City administrative procedures.

SUPERVISION:

Works under the direct supervision of the Director of Purchasing. Performs a broad range of duties requiring a high degree of individual initiative, independent, and decision making within authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists in all aspects of the requirements under the Uniform Procurement Act (Chapter 30B), Chapter 149, Chapter 30-39M and Chapter 7.
- Provides extensive customer service
- Performs general office work including, filing, typing, record keeping, copying documents, assembling bid documents, making appointments, answering telephone calls, waiting on customers, processing incoming and outgoing mail as needed.
- Responsible for the postage meter; ordering supplies, refilling postage, requesting repairs or maintenance, etc.
- Maintains office supplies, orders as necessary
- Processes payroll on a bi-weekly basis
- Tracks employee time and attendance including sick, vacation and injury leave, submitting to Personnel Department on a weekly basis
- Responsible for auditing of all phone bills including VOIP and Cell phones, works with the City on implementing the Cell Phone policy
- Processes purchasing invoices for payment
- Assists Director of Purchasing with departmental budget and maintains all budget ledgers and financial files, records, and databases.
- Generates & submits reports monthly to Department of Revenue
- Maintains detailed and accurate records in accordance with State Laws, responsible for Public Record information requests and works with the Secretary of State Records Division for destruction of Purchasing Records as per the State's timeline.
- Provides technical assistance to various Boards and Commissions of the City ensuring compliance with the State Procurement Laws.

Assistant Purchasing Agent
June 2017

- Collects check and cash payments for surplus sales. Deposits with Treasurer
- Reviews purchasing requests of departments, converts purchase orders, and distributes departmental copies as necessary.
- Processes purchase orders ensuring compliance with procurement laws.
- Processes and approves City invoices for payment verifying the purchase is charged to the correct purchase order and account, making sure all is done in accordance with purchasing laws and contract provisions.
- Prepares requests for quotes/bids and RFPs as needed and required by City and School Departments.
- Responsible for the upkeep of all vendor records, maintains contact with vendors in order to assist in resolution of problems.
- Assists with bid projects and rebidding of a project
- May be delegated duties of Purchasing Director in his/her absence
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work.

Process complaints to IG's office and process fines if procurement fraud is alleged.

Acquires thorough knowledge of Massachusetts General Laws and changes in the law. Responsible for educating all City and School Departments and for updating the Purchasing Business Manual. Assists with analyzing procurement needs of Departments.

Must have skill in Excel, Word and database softwares. Must have mathematical skills. Must have skill in evaluating requisitions and be able to administer purchasing rules and guidelines.

EDUCATION AND EXPERIENCE:

Purchasing experience preferred. High school diploma or GED, Associates degree and 5 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job. Five years of directly related experience in procurement including bid analysis, contract management, vendor evaluation, negotiations, etc., may be substituted for education and supervision requirements.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Assistant Purchasing Agent

June 2017

- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as required.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public & vendors. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**CITY OF WESTFIELD
HEAD CLERK - TREASURER**

AFSCME 35 GRADE 11

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Employee is expected to assist the City Treasurer in the performance and execution of the mandated duties of the Treasurer as outlined in the Treasurer's job description and as called for by statute. The Head Clerk will work under the direct supervision of the City Treasurer. The Head Clerk will assist the Treasurer in the performance and execution of all aspects and responsibilities of the Treasurer's office as directed.

SUPERVISION:

Under general supervision of the City Treasurer. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides customer service for a variety of activities
- Receives and balances turnovers from departments.
- Maintains proper documentation for all accounts, expendable and non-expendable, under the control of the Treasurer.
- Responsible for accepting and monitoring all departmental turnovers.
- Responsible for maintaining and entering into Munis all cash receipts into the city journal.
- Responsible for notifying and researching all departments of any Non-Sufficient Fund checks that have been returned.
- Disburses and transmits all accounts payable warrant checks and wire transfers
- Scan Treasurer and Collector checks to bank and prepare for pickup for deposit
- Prepares payroll for distribution and maintains corresponding spreadsheets;
- Assist with retirement payroll
- Order supplies; prepare purchase orders and process invoices
- Prepare deduction summary of federal and state taxes
- Processes voids and cash payments for payroll and vendor checks
- Generates numerous reports for submittal to state and federal agencies
- May train other employee and participates in cross training
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work.

Head Clerk - Treasurer

June 2017

EDUCATION AND EXPERIENCE:

High school diploma or GED and 2 years related work experience or any equivalent combination of education and experience which provides requisite knowledge, skills and abilities to perform the essential functions of the job.

SKILLS AND QUALIFICATIONS:

- Excellent organizational, typing and data processing skills, proficient in the use of personal computers and office software including word processing, database, internet and spreadsheet applications. Working knowledge of office software and machines. Must have a firm understanding of math and technology as well as knowledge of accounting techniques.
- The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to understand and follow directions and take the initiative in completing assignments. Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.
- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts.
- Ability to proofread work. Ability to learn and efficiently utilize specific software for department use. Performs preparation of forms, correspondence and other documents.
- Assists with answering telephones as well as responding to questions and providing information within authority. Performs filing, scanning and copying as directed.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is generally conducted within Municipal Building. Ability to travel throughout the office and within the Municipal Building is necessary. Work is largely sedentary in nature, with occasional lifting of up to 25 pounds with some pulling and pushing or reaching above, generally of desk and file drawers. Frequent use of hands to operate keyboards and telephones, and other office equipment.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

v

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of November, 2016, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of resolving a contract dispute, as follows:

1. Jen DiGianni (hereinafter Employee) is currently employed as a grade 10 clerical in the Police Department.
2. Following the retirement of a clerical employee in the WPD, the Police Administration desired to reorganize responsibilities of its clerical employees.
3. The parties have agreed to move to a graduated form of employee hierarchy in the WPD following the inclusion of a former personal services agreement into the collective bargaining group, in addition to the retirement. The changes are as follows: all four (4) clerical positions at grade 10 will transition to one (1) grade 13, two (2) grade 10s, and one (1) grade 9.
4. The parties have already agreed to demote the then vacant grade 10 to a grade 9, but the parties agreed not to move the grade 10 to 13 until the clerical job matrix project had begun.
5. Upon receipt on 2/4/16 of a signed contract in the Personnel Dept. to begin working on a the matrix, the parties have agreed to temporarily revise the WPD clerical positions as follows: Employee's positions shall remain a grade 10 for purposes of reviewing the matrix, but Employee shall be considered acting out-of-grade at grade 13 as is consistent with the City's current classification system.
6. The purpose of treating employee as acting out-of-grade is to allow the contracted organization to make a determination on what the proposed classification of the position should be.
7. The parties agree to negotiate recommended placement of the grade 10 (serving as a grade 13 under this agreement) once the recommendation is completed by the contracting agency.
8. The parties agree to continue the effective date of acting out-of-grade payments, consistent with the change in the duties of Employee, which has been established as November 1, 2015.
9. The parties agree to cease the out-of-grade pay upon implementation of a new job matrix or December 31, 2016, whichever is earlier. Nothing in this provision is intended to prohibit or otherwise prevent the parties from negotiating an extension of out-of-grade work should both parties mutual agree the extension is necessary.
10. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

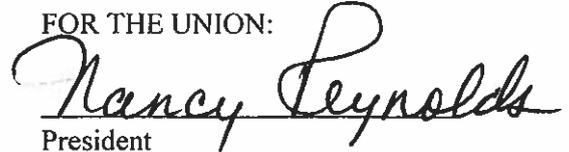
FOR THE CITY:



Mayor

Date: 11/30/16

FOR THE UNION:



President

Date: 11-28-16

EMPLOYEE:



Jen DiGianni

Date: _____



City of Westfield, Massachusetts

Jane Sakiewicz
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: January 4, 2017

To: Nancy Reynolds, AFSCME 35 Union President

From: Joanne Lemelin

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding Lisa Gage of the Business Licensing/Parking Clerk (Licensing Department) working seven (7) hour days instead of five (5) hour days until a conclusion on reorganization is ready for implementation or until February 28, 2017, whichever comes first.

/kal

Attachment

cc: Mary Daley, Acting City Auditor
Jeffrey Krok, Labor Counsel
Kimberly Jarret, Acting Director of Licensing & Permitting
Lisa Gage, Licensing Department
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This Agreement is entered into this 30th day of December, 2016, by and between AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield or his designee for the purpose of temporarily amending the working hours of employee Lisa Gage, as follows:

- 1. Employee Lisa Gage (hereinafter Employee) currently holds the position of Account Clerk working twenty five (25) hours per week in the Department of Business Licensing/Parking Clerk (Licensing Department). The parties have met and previously discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
- 2. The Licensing Department is short staffed with Kim Jarrett serving as Acting Director of the Department while final determinations are being made regarding potential reorganization.
- 3. In order to ensure as much office coverage as possible, the parties agree to increase Employee's hours required per week to thirty-five (35) effective March 28, 2016. Employee shall otherwise retain the same wage grade and step.
- 4. Employee's accrual rates going forward rates shall be amended to reflect the change in hours work from an average of five (5) per day to an average of seven (7). Any time earned prior to March 28, 2016, shall remain at the usual accrual rate of one (1) day equaling five (5) hours. Any time accrued during the period of working 35 hours per week shall reflect seven (7) hours worked per day and remain as such until the parties agree to amend the accrual rate.
- 5. The parties all agree the change in hours shall exist only until a final conclusion on reorganization is ready for implementation, or until February 28, 2017, whichever comes early.
- 6. The provisions above constitute the entirety of the agreement, and this agreement shall modify the current agreement between the parties to the extent noted above with all remaining provisions remaining in full force and effect.

FOR THE CITY OF WESTFIELD

Brian Sullivan
Brian Sullivan, Mayor

Date: 1-3-17

FOR AFSCME

Nancy Reynolds
President

Date: 12-30-16

EMPLOYEE

Lisa Gage
Lisa Gage

Date: 12-30-16



City of Westfield, Massachusetts

Joanne Lemelin
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: November 1, 2016

To: Nancy Reynolds, AFSCME 35 Union President
Mark Cressotti, WPMEA Union President

From: Joanne Lemelin

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement extending the acting appointment of Kimberly Jarret to Acting Director of the Licensing & Permitting/Parking Clerk until implementation of reorganization, or December 31, 2016, whichever is earlier.

/kal

Attachment

cc: Deborah Strycharz, City Auditor
Jeffrey Krok, Labor Counsel
Kimberly Jarret, Acting Director of Licensing & Permitting Clerk
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of October, 2016, by and between the City of Westfield, hereinafter "City", as the employer by and through its duly authorized Mayor or his designee, AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, the Westfield Professional Municipal Employee Association, hereinafter "WPMEA", through its duly authorized President, and employee Kimberly Jarret, hereinafter "Employee", for the purpose of ensuring certain work functions in the Licensing Department are performed:

Whereas the parties recognize the retirement of the Head of the Department of Business Licensing/Parking Clerk (Licensing Department) has left a vacancy;

1. Purpose - The parties have met and discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
2. Need - The parties simultaneously recognize the obligations on it to provide serves which were rendered by the Head of the Licensing Department which are currently not being provided to the public due to retirement.
3. Acting Appointment - The parties had previously agreed to temporarily move Kim Jarrett (Employee) into the position of Acting Director of the Licensing Department/Parking Clerk (hereinafter "Director"), effective January 4, 2016. This move ensured no services rendered by the vacant Director position should be interrupted until such point as the City determines the most efficient delivery of services.
4. Original End Date - The parties all agreed the Acting position shall exist only until a final conclusion on reorganization is ready for implementation, or until December 31, 2016, whichever comes early.
5. Reintegration - Should the Department complete a reorganization and the Director position be eliminated, the parties agree Employee shall revert to her AFSCME grade and will be ensured a similar position within the City of Westfield. The parties agree to meet and negotiate over the ramifications of placement.
6. Future Candidacy - Should reorganization be determined to not be in the best interest of the City, nothing in this agreement shall harm or otherwise prevent the candidacy of Employee to apply for the Director position.
7. Compensation - Employee shall be placed on the same compensation grade as the former Director as per the WPMEA collective bargaining agreement while serving as the Acting Director, although Employee shall be placed on step 1 of the respective grade.

8. Joint Representation - Jarret shall continue to remain a member of the AFSCME 35 group, and shall have all the rights, duties, and obligations of an AFSCME 35 member under the respective collective bargaining agreement. For this specific agreement, the WPMEA and AFSCME 35 have agreed to waive the mutual representation clauses over the employee: AFSCME shall represent the employee in any employee specific matters; WPMEA shall be afforded the opportunity to weigh in on matters affecting the Licensing Department, specifically including the potential impact of reorganizing duties of the department on the WPMEA.
9. Stipends - The former Licensing Department Head received stipends for performing some additional duties outside the scope the job description. The City agrees to review and determine which stipended duties performed by the former Department Heads are necessary for continued efficient operations of the Licensing Department, and agrees to negotiation over the impact of the decision to continue or otherwise amend the distribution of those responsibilities with both the AFSCME 35 Union and WPMEA depending on respective impact.
10. Time off – The parties recognize Employee will be asked to serve in the Acting Director role, meaning the Department shall be expected to operate short staffed until a decision on potential reorganization is made. The parties recognize it will be difficult for Employee to use all contractually allotted time-off prior to the expiration of the fiscal year under the current circumstances, and, therefore, agree to negotiate over an agreement outside the ordinary accrued time practices when an ultimate determination is made with the Licensing Department.
11. Extension – the City has not yet determined a plan for reorganization. In order to continue to provide needed services without an interruption in work flow, the parties agree to extend the terms of this agreement six (6) months beyond the original expiration date of June 30, 2016, to December 31, 2016. The parties agree the agreement will terminate on December 31, 2016 or upon completion of reorganization of the duties, whichever occurs first.
12. Entire agreement - The above provision constitute the full and complete agreements between the City, AFSCME, WPMEA and the Employee, and is not intended as precedent setting or binding on future matters between any parties.

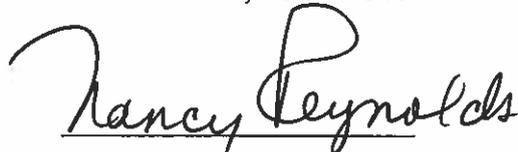
FOR THE CITY OF WESTFIELD



Mayor Brian Sullivan

Date: 10-28-16

FOR AFSCME, LOCAL 346



Union President

Union President

Date: 10-27-16

FOR WPMEA

EMPLOYEE


Union President

Date: 11.1.16


Kim Jarret

Date: 10-27-16



City of Westfield, Massachusetts

Joanne Lemelin
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: November 1, 2016

To: Nancy Reynolds, AFSCME 35 Union President

From: Joanne Lemelin

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding Lisa Gage of the Business Licensing/Parking Clerk (Licensing Department) working seven (7) hour days instead of five (5) hour days until a conclusion on reorganization is ready for implementation or until December 31, 2016, whichever comes first.

/kal

Attachment

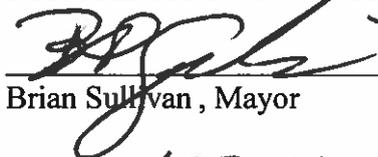
cc: Deborah Strycharz, City Auditor
Jeffrey Krok, Labor Counsel
Kimberly Jarret, Acting Director of Licensing & Permitting
Lisa Gage, Licensing Department
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This Agreement is entered into this 31st day of October, 2016, by and between AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield or his designee for the purpose of temporarily amending the working hours of employee Lisa Gage, as follows:

1. Employee Lisa Gage (hereinafter Employee) currently holds the position of Account Clerk working twenty five (25) hours per week in the Department of Business Licensing/Parking Clerk (Licensing Department). The parties have met and previously discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
2. The Licensing Department is short staffed with Kim Jarrett serving as Acting Director of the Department while final determinations are being made regarding potential reorganization.
3. In order to ensure as much office coverage as possible, the parties agree to increase Employee's hours required per week to thirty-five (35) effective March 28, 2016. Employee shall otherwise retain the same wage grade and step.
4. Employee's accrual rates going forward rates shall be amended to reflect the change in hours work from an average of five (5) per day to an average of seven (7). Any time earned prior to March 28, 2016, shall remain at the usual accrual rate of one (1) day equaling five (5) hours. Any time accrued during the period of working 35 hours per week shall reflect seven (7) hours worked per day and remain as such until the parties agree to amend the accrual rate.
5. The parties all agree the change in hours shall exist only until a final conclusion on reorganization is ready for implementation, or until December 31, 2016, whichever comes early.
6. The provisions above constitute the entirety of the agreement, and this agreement shall modify the current agreement between the parties to the extent noted above with all remaining provisions remaining in full force and effect.

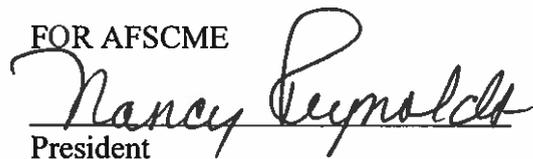
FOR THE CITY OF WESTFIELD



Brian Sullivan, Mayor

Date: 10-31-16

FOR AFSCME



Nancy Reynolds
President

Date: 10-31-16

EMPLOYEE

Lisa Gage

Lisa Gage

Date: 10-31-16



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: July 1, 2016

To: Nancy Reynolds, AFSCME 35 Union President

From: Karin Decker

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding the extension of Lisa Gage of the Business Licensing/Parking Clerk (Licensing Department) working seven (7) hour days instead of five (5) hour days.

/kal

Attachment

cc: Deborah Strycharz, City Auditor
Kimberly Jarret, Acting Director
Jeffrey Krok, Labor Counsel
Lisa Gage, Licensing Department
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This Agreement is entered into this _____ day of June, 2016, by and between AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield or his designee for the purpose of temporarily extending the amendment in the working hours of employee Lisa Gage, as follows:

1. Employee Lisa Gage (hereinafter Employee) currently holds the position of Account Clerk working twenty five (25) hours per week in the Department of Business Licensing/Parking Clerk (Licensing Department). The parties have met and previously discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
2. The Licensing Department is short staffed with Kim Jarrett serving as Acting Director of the Department while final determinations are being made regarding potential reorganization.
3. In order to ensure as much office coverage as possible, the parties previously agreed to increase Employee's hours required per week to thirty-five (35) effective April 1, 2016. Employee otherwise retained the same wage grade and step.
4. The City has not determined to this date a change in potential reorganization, and, as such, the parties agree to extend the former Agreement for an additional three (3) months.
5. Employee's accrual rates going forward rates shall be amended to reflect the change in hours work from an average of five (5) per day to an average of seven and ~~one-half (7.5)~~ ^{7.5}. Any time earned prior to April 1, 2016, shall remain at the usual accrual rate of one (1) day equaling five (5) hours. Any time accrued during the period of working 35 hours per week shall reflect seven and ~~one-half (7.5)~~ ^{7.5} hours worked per day and remain as such until the parties agree to amend the accrual rate. 2B. (7) [Signature]
6. The parties all agree the change in hours shall exist only until a final conclusion on reorganization is ready for implementation, or until September 30, 2016, whichever comes early.
7. The provisions above constitute the entirety of the agreement, and this agreement shall modify the current agreement between the parties to the extent noted above with all remaining provisions remaining in full force and effect.

FOR THE CITY OF WESTFIELD

Brian Sullivan
Brian Sullivan, Mayor

Date: 6-30-16

FOR AFSCME

Nancy Reynolds
President

Date: 6-29-16

EMPLOYEE

Lisa Gage
Lisa Gage

Date: 6-30-16



City of Westfield, Massachusetts

Joanne Lemelin
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: July 1, 2016

To: Nancy Reynolds, AFSCME 35 Union President

From: Joanne Lemelin

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding extension of the out of grade pay (Grade 13) for Jennifer DiGianni of the Police Department until implementation of a new job matrix or November 30, 2016, whichever is earlier.

/kal

Attachment

cc: Deborah Strycharz, City Auditor
John Camerota, Chief of Police
Jeffrey Krok, Labor Counsel
Jennifer DiGianni, Police Department
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of October, 2016, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of resolving a contract dispute, as follows:

1. Jen DiGianni (hereinafter Employee) is currently employed as a grade 10 clerical in the Police Department.
2. Following the retirement of a clerical employee in the WPD, the Police Administration desired to reorganize responsibilities of its clerical employees.
3. The parties have agreed to move to a graduated form of employee hierarchy in the WPD following the inclusion of a former personal services agreement into the collective bargaining group, in addition to the retirement. The changes are as follows: all four (4) clerical positions at grade 10 will transition to one (1) grade 13, two (2) grade 10s, and one (1) grade 9.
4. The parties have already agreed to demote the then vacant grade 10 to a grade 9, but the parties agreed not to move the grade 10 to 13 until the clerical job matrix project had begun.
5. Upon receipt on 2/4/16 of a signed contract in the Personnel Dept. to begin working on a the matrix, the parties have agreed to temporarily revise the WPD clerical positions as follows: Employee's positions shall remain a grade 10 for purposes of reviewing the matrix, but Employee shall be considered acting out-of-grade at grade 13 as is consistent with the City's current classification system.
6. The purpose of treating employee as acting out-of-grade is to allow the contracted organization to make a determination on what the proposed classification of the position should be.
7. The parties agree to negotiate recommended placement of the grade 10 (serving as a grade 13 under this agreement) once the recommendation is completed by the contracting agency.
8. The parties agree to continue the effective date of acting out-of-grade payments, consistent with the change in the duties of Employee, which has been established as November 1, 2015.
9. The parties agree to cease the out-of-grade pay upon implementation of a new job matrix or November 30, 2016, whichever is earlier. Nothing in this provision is intended to prohibit or otherwise prevent the parties from negotiating an extension of out-of-grade work should both parties mutual agree the extension is necessary.
10. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY:

BP Juli
Mayor

Date: 10-28-16

FOR THE UNION:

Nancy Reynolds
President

Date: 10-27-16

EMPLOYEE:

Jeri DiGianni
Jeri DiGianni

Date: 10/25/16



City of Westfield, Massachusetts

Joanne Lemelin
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: October 3, 2016

To: Nancy Reynolds, AFSCME 35 Union President

From: Joanne Lemelin 

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding extension of the out of grade pay (Grade 13) for Jennifer DiGianni of the Police Department.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
John Camerota, Chief of Police
Jeffrey Krok, Labor Counsel
Jennifer DiGianni, Police Department
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of September, 2016, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of resolving a contract dispute, as follows:

1. Jen DiGianni (hereinafter Employee) is currently employed as a grade 10 clerical in the Police Department.
2. Following the retirement of a clerical employee in the WPD, the Police Administration desired to reorganize responsibilities of its clerical employees.
3. The parties have agreed to move to a graduated form of employee hierarchy in the WPD following the inclusion of a former personal services agreement into the collective bargaining group, in addition to the retirement. The changes are as follows: all four (4) clerical positions at grade 10 will transition to one (1) grade 13, two (2) grade 10s, and one (1) grade 9.
4. The parties have already agreed to demote the then vacant grade 10 to a grade 9, but the parties agreed not to move the grade 10 to 13 until the clerical job matrix project had begun.
5. Upon receipt on 2/4/16 of a signed contract in the Personnel Dept. to begin working on a the matrix, the parties have agreed to temporarily revise the WPD clerical positions as follows: Employee's positions shall remain a grade 10 for purposes of reviewing the matrix, but Employee shall be considered acting out-of-grade at grade 13 as is consistent with the City's current classification system.
6. The purpose of treating employee as acting out-of-grade is to allow the contracted organization to make a determination on what the proposed classification of the position should be.
7. The parties agree to negotiate recommended placement of the grade 10 (serving as a grade 13 under this agreement) once the recommendation is completed by the contracting agency.
8. The parties agree to continue the effective date of acting out-of-grade payments, consistent with the change in the duties of Employee, which has been established as November 1, 2015.
9. The parties agree to cease the out-of-grade pay upon implementation of a new job matrix or October 31, 2016, whichever is earlier. Nothing in this provision is intended to prohibit or otherwise prevent the parties from negotiating an extension of out-of-grade work should both parties mutual agree the extension is necessary.
10. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

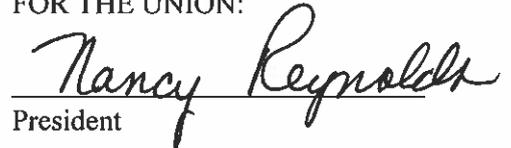
FOR THE CITY:



Mayor

Date: 9-30-16

FOR THE UNION:



President

Date: 9-30-16

EMPLOYEE:



Jen DiGianni

Date: 9/30/16



City of Westfield, Massachusetts

Joanne Lemelin
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: October 3, 2016

To: Nancy Reynolds, AFSCME 35 Union President

From: Joanne Lemelin 

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding the extension of Lisa Gage of the Business Licensing/Parking Clerk (Licensing Department) working seven (7) hour days instead of five (5) hour days.

/aec

Attachment

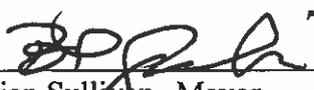
cc: Deborah Strycharz, City Auditor
Kimberly Jarret, Acting Director
Jeffrey Krok, Labor Counsel
Lisa Gage, Licensing Department
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This Agreement is entered into this _____ day of September, 2016, by and between AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield or his designee for the purpose of temporarily amending the working hours of employee Lisa Gage, as follows:

1. Employee Lisa Gage (hereinafter Employee) currently holds the position of Account Clerk working twenty five (25) hours per week in the Department of Business Licensing/Parking Clerk (Licensing Department). The parties have met and previously discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
2. The Licensing Department is short staffed with Kim Jarrett serving as Acting Director of the Department while final determinations are being made regarding potential reorganization.
3. In order to ensure as much office coverage as possible, the parties agree to increase Employee's hours required per week to thirty-five (35) effective March 28, 2016. Employee shall otherwise retain the same wage grade and step.
4. Employee's accrual rates going forward rates shall be amended to reflect the change in hours work from an average of five (5) per day to an average of seven (7). Any time earned prior to March 28, 2016, shall remain at the usual accrual rate of one (1) day equaling five (5) hours. Any time accrued during the period of working 35 hours per week shall reflect seven (7) hours worked per day and remain as such until the parties agree to amend the accrual rate.
5. The parties all agree the change in hours shall exist only until a final conclusion on reorganization is ready for implementation, or until October 31, 2016, whichever comes early.
6. The provisions above constitute the entirety of the agreement, and this agreement shall modify the current agreement between the parties to the extent noted above with all remaining provisions remaining in full force and effect.

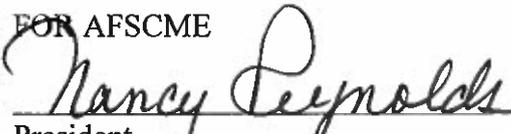
FOR THE CITY OF WESTFIELD



Brian Sullivan, Mayor

Date: 9-30-16

FOR AFSCME



Nancy Reynolds
President

Date: 9-30-16

EMPLOYEE

Lisa Gage
Lisa Gage

Date: 09-30-16



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: July 1, 2016

To: Nancy Reynolds, AFSCME 35 Union President

From: Karin Decker

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding extension of the out of grade pay (Grade 13) for Jennifer DiGianni of the Police Department.

/kal

Attachment

cc: Deborah Strycharz, City Auditor
John Camerota, Chief of Police
Jeffrey Krok, Labor Counsel
Jennifer DiGianni, Police Department
Robin Richard, Payroll

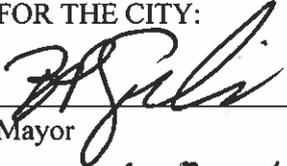
MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of June, 2016, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of extending a previously executed agreement, as follows:

1. Jen DiGianni (hereinafter Employee) is currently employed as a grade 10 clerical in the Police Department.
2. Following the retirement of a clerical employee in the WPD, the Police Administration desired to reorganize responsibilities of its clerical employees.
3. The parties have agreed to move to a graduated form of employee hierarchy in the WPD following the inclusion of a former personal services agreement into the collective bargaining group, in addition to the retirement. The changes are as follows: all four (4) clerical positions at grade 10 will transition to one (1) grade 13, two (2) grade 10s, and one (1) grade 9.
4. The parties have already agreed to demote the then vacant grade 10 to a grade 9, but the parties agreed not to move the grade 10 to 13 until the clerical job matrix project had begun.
5. Upon receipt on 2/4/16 of a signed contract in the Personnel Dept. to begin working on a the matrix, the parties have agreed to temporarily revise the WPD clerical positions as follows: Employee's positions shall remain a grade 10 for purposes of reviewing the matrix, but Employee shall be considered acting out-of-grade at grade 13 as is consistent with the City's current classification system.
6. The purpose of treating employee as acting out-of-grade is to allow the contracted organization to make a determination on what the proposed classification of the position should be. The parties are currently in the process of establishing the job matrix as provided by the contracting vendor.
7. The parties agree to negotiate recommended placement of the grade 10 (serving as a grade 13 under this agreement) once the recommendation is completed by the contracting agency.
8. The parties agree the to continue the effective date of acting out-of-grade payments, consistent with the change in the duties of Employee, which has been established as November 1, 2015.
9. The parties agree to cease the out-of-grade pay upon implementation of a new job matrix or September 30, 2016, whichever is earlier. Nothing in this provision is intended to prohibit or otherwise prevent the parties from negotiating an extension of out-of-grade work should both parties mutual agree the extension is necessary.

10. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

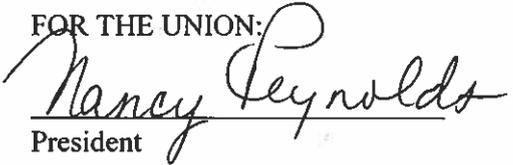
FOR THE CITY:



Mayor

Date: 6-30-16

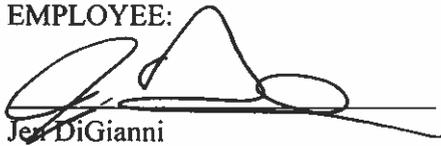
FOR THE UNION:



President

Date: 6-29-16

EMPLOYEE:



Jen DiGianni

Date: 6/29/16



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: July 1, 2016

To: Nancy Reynolds, AFSCME 35 Union President
Mark Cressotti, WPMEA Union President

From: Karin Decker

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement extending the acting appointment of Kimberly Jarret to Acting Director of the Licensing & Permitting/Parking Clerk.

/kal

Attachment

cc: Deborah Strycharz, City Auditor
Jeffrey Krok, Labor Counsel
Kimberly Jarret, Acting Director of Licensing & Permitting Clerk
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this ____ day of June, 2016, by and between the City of Westfield, hereinafter "City", as the employer by and through its duly authorized Mayor or his designee, AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, the Westfield Professional Municipal Employee Association, hereinafter "WPMEA", through its duly authorized President, and employee Kimberly Jarret, hereinafter "Employee", for the purpose of ensuring certain work functions in the Licensing Department are performed:

Whereas the parties recognize the retirement of the Head of the Department of Business Licensing/Parking Clerk (Licensing Department) has left a vacancy;

1. Purpose - The parties have met and discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
2. Need - The parties simultaneously recognize the obligations on it to provide serves which were rendered by the Head of the Licensing Department which are currently not being provided to the public due to retirement.
3. Acting Appointment - The parties had previously agreed to temporarily move Kim Jarrett (Employee) into the position of Acting Director of the Licensing Department/Parking Clerk (hereinafter "Director"), effective January 4, 2016. This move ensured no services rendered by the vacant Director position should be interrupted until such point as the City determines the most efficient delivery of services.
4. Original End Date - The parties all agreed the Acting position shall exist only until a final conclusion on reorganization is ready for implementation, or until June 30, 2016, whichever comes early.
5. Reintegration - Should the Department complete a reorganization and the Director position be eliminated, the parties agree Employee shall revert to her AFSCME grade and will be ensured a similar position within the City of Westfield. The parties agree to meet and negotiate over the ramifications of placement.
6. Future Candidacy - Should reorganization be determined to not be in the best interest of the City, nothing in this agreement shall harm or otherwise prevent the candidacy of Employee to apply for the Director position.
7. Compensation - Employee shall be placed on the same compensation grade as the former Director as per the WPMEA collective bargaining agreement while serving as the Acting Director, although Employee shall be placed on step 1 of the respective grade.

8. Joint Representation - Jarret shall continue to remain a member of the AFSCME 35 group, and shall have all the rights, duties, and obligations of an AFSCME 35 member under the respective collective bargaining agreement. For this specific agreement, the WPMEA and AFSCME 35 have agreed to waive the mutual representation clauses over the employee: AFSCME shall represent the employee in any employee specific matters; WPMEA shall be afforded the opportunity to weigh in on matters affecting the Licensing Department, specifically including the potential impact of reorganizing duties of the department on the WPMEA.

9. Stipends - The former Licensing Department Head received stipends for performing some additional duties outside the scope the job description. The City agrees to review and determine which stipended duties performed by the former Department Heads are necessary for continued efficient operations of the Licensing Department, and agrees to negotiation over the impact of the decision to continue or otherwise amend the distribution of those responsibilities with both the AFSCME 35 Union and WPMEA depending on respective impact.

10. Time off – The parties recognize Employee will be asked to serve in the Acting Director role, meaning the Department shall be expected to operate short staffed until a decision on potential reorganization is made. The parties recognize it will be difficult for Employee to use all contractually allotted time-off prior to the expiration of the fiscal year under the current circumstances, and, therefore, agree to negotiate over an agreement outside the ordinary accrued time practices when an ultimate determination is made with the Licensing Department.

11. Extension – the City has not yet determined a plan for reorganization. In order to continue to provide needed services without an interruption in work flow, the parties agree to extend the terms of this agreement three (3) month beyond the original expiration date of June 30, 2016, to September 30, 2016. The parties agree the agreement will terminate on September 30, 2016 or upon completion of reorganization of the duties, whichever occurs first.

12. Entire agreement - The above provision constitute the full and complete agreements between the City, AFSCME, WPMEA and the Employee, and is not intended as precedent setting or binding on future matters between any parties.

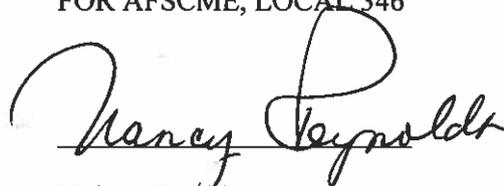
FOR THE CITY OF WESTFIELD



Mayor Brian Sullivan

Date: 6-30-16

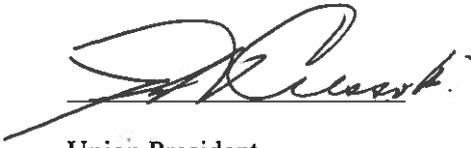
FOR AFSCME, LOCAL 346



Union President

Date: 6/29/16

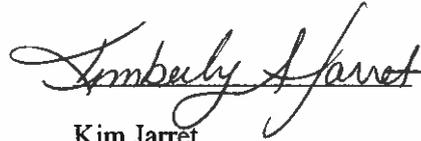
FOR WPMEA



Union President

Date: 6-29-16

EMPLOYEE



Kim Jarret

Date: 6-29-16

1. The parties agree to continue negotiations over the adoption of a direct-donation process in lieu of implementing a sick-leave-bank. Language pending.
2. The parties agree to codify the "just cause" standard of discipline in the collective bargaining agreement.
3. The parties agree to increase the "sick as vacation days" of Article _ from two (2) to four (4).
4. The parties agree unit employees shall be eligible to take a day off with pay during the calendar week (sun-sat) within which the employee's birthday falls.
5. Parties agree that no more than three (3) unit members per fiscal year shall be entitled to a reimbursement of half of the cost of a college level course which is taken in relation to further the abilities to perform the duties of the position currently held by the employee. Only one course per employee per fiscal year is allowed. The parties agree to a unit member must receive a "B" (80%) grade or better to receive reimbursement. In order to be eligible for the reimbursement, the employee shall seek, and must be approved by a committee of representatives (one from Personnel, one from Audit, one from the Union leadership), advance approval before taking the course to receive reimbursement. The intent of this provision is to provide a cost incentive for an employee to obtain useful training, who is otherwise unable to obtain the useful trainings provided within the City of Westfield. Denial by the education reimbursement committee shall not be subject to the grievance procedures of Article _.
6. Parties agree to eliminate coupling of a sick day with another day. If a sick day is used in combination with a personal, vacation or comp day, a note must be brought in or the day will be taken unpaid. Nothing in this provision is intended to, or shall, infringe upon the legal rights afforded to employees, including but not limited to the Federal Family Medical Leave Act.
7. Parties agree individuals calling in sick who do not have any sick time will not be able to utilize another form of time to cover the absence. Nothing in this provision is intended to, or shall, infringe upon the legal rights afforded to employees, including but not limited to the Federal Family Medical Leave Act.
8. New Language: Employees in the unit may not seek a lateral transfer or demotion until holding their position for one (1) year. Nothing shall prohibit an employee from applying for and accepting a promotional opportunity in the unit, if said promotion is offered. The Employer reserves the right to transfer or demote employees when necessary for disciplinary reasons.
9. The parties agree to define the two (2) position in the whole Public Works/Water/Parks Department which currently work a 7AM to 3PM shift, as is consistent with the needs of the department.
10. The parties agree attendance at any night meetings by a unit member shall be paid at overtime for time worked during the meeting and for a reasonable time subsequent to the meeting to finish meeting minutes when done outside the regular work day.
11. The parties agree to comply with the minimum requires of MGL c. 149 s 108D, currently mandating up to eight (8) weeks of unpaid paternity leave following the birth or adoption of a child. Paternity leave shall be offered regardless of FMLA qualification; however, paternity leave shall run concurrent to FMLA leave, should the FMLA leave qualifications be met.
12. Parties agree to meet and discuss proposed changes to the health insurance should one party request such discussion during the life of the agreement. Nothing in this provision shall compel the parties to reach agreement on changes to the health insurance if changes to the health insurance are proposed during the life of the agreement.
13. The parties agree to continue negotiations over the appropriateness of Engineering Aides remaining in the bargaining unit, and, should a determination be made any of those employees are inappropriately placed within the unit, to negotiate the potential extraction of the positions from the unit.
14. The parties agree to a three (3) year successor agreement, from July 1, 2016 through June 30, 2019, with the following base wage increases:
 - a. 1%, effective July 1, 2016



- b. 2.5% effective July 1, 2017
 - c. 2.5%, effective July 1, 2018
15. The parties agree to withdraw all remaining proposals made.

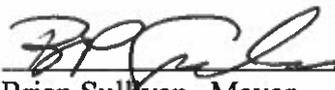
*Nancy Reynolds
Kamm Decker*

MEMORANDUM OF AGREEMENT

This Agreement is entered into this _____ day of March, 2016, by and between AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, and the City of Westfield, a municipal corporation, by the Mayor of the City of Westfield or his designee for the purpose of temporarily amending the working hours of employee Lisa Gage, as follows:

1. Employee Lisa Gage (hereinafter Employee) currently holds the position of Account Clerk working twenty five (25) hours per week in the Department of Business Licensing/Parking Clerk (Licensing Department). The parties have met and previously discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
2. The Licensing Department is short staffed with Kim Jarrett serving as Acting Director of the Department while final determinations are being made regarding potential reorganization.
3. In order to ensure as much office coverage as possible, the parties agree to increase Employee's hours required per week to thirty-five (35) effective March 28, 2016. Employee shall otherwise retain the same wage grade and step.
4. Employee's accrual rates going forward rates shall be amended to reflect the change in hours work from an average of five (5) per day to an average of seven (7). Any time earned prior to March 28, 2016, shall remain at the usual accrual rate of one (1) day equaling five (5) hours. Any time accrued during the period of working 35 hours per week shall reflect seven (7) hours worked per day and remain as such until the parties agree to amend the accrual rate.
5. The parties all agree the change in hours shall exist only until a final conclusion on reorganization is ready for implementation, or until June 30, 2016, whichever comes early.
6. The provisions above constitute the entirety of the agreement, and this agreement shall modify the current agreement between the parties to the extent noted above with all remaining provisions remaining in full force and effect.

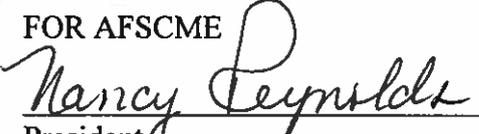
FOR THE CITY OF WESTFIELD



Brian Sullivan, Mayor

Date: MARCH 31 2016

FOR AFSCME



Nancy Reynolds
President

Date: 3-31-16
EMPLOYEE

Lisa Gage

Lisa Gage

Date: 3.31.16



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: March 31, 2016

To: Nancy Reynolds, AFSCME 35 Union President

From: Karin Decker

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding Lisa Gage of the Business Licensing/Parking Clerk (Licensing Department) working seven (7) hour days instead of five (5) hour days until a conclusion on reorganization is ready for implementation or until June 30, 2016, whichever comes first.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
Kimberly Jarret, Acting Director
Jeffrey Krok, Labor Counsel
Lisa Gage, Licensing Department
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 12 day of January, 2016, by and between the City of Westfield, hereinafter "City", as the employer by and through its duly authorized Mayor or his designee, AFSCME, Council 93, Local 346, hereinafter "AFSMCE", the collective bargaining agent through its duly authorized President, the Westfield Professional Municipal Employee Association, hereinafter "WPMEA", through its duly authorized President, and employee Kimberly Jarret, hereinafter "Employee", for the purpose of ensuring certain work functions in the Licensing Department are performed:

Whereas the parties recognize the retirement of the Head of the Department of Business Licensing & Permitting/Parking Clerk (Licensing Department) has left a vacancy;

1. Purpose - The parties have met and discussed the interest of the City of Westfield to review a potential reorganization of the services provided by the Licensing Department, as the City works towards obtaining the most economical and efficient operations possible.
2. Need - The parties simultaneously recognize the obligations on it to provide serves which were rendered by the Head of the Licensing Department which are currently not being provided to the public due to retirement.
3. Acting Appointment - The parties have agreed to temporarily move Kim Jarrett (Employee) into the position of Acting Director of the Licensing & Permitting/Parking Clerk (hereinafter "Director"), effective January 4, 2016. This move will ensure no services rendered by the vacant Director position should be interrupted until such point as the City determines the most efficient delivery of services.
4. End Date - The parties all agree the Acting position shall exist only until a final conclusion on reorganization is ready for implementation, or until June 30, 2016, whichever comes early.
5. Reintegration - Should the Department complete a reorganization and the Director position be eliminated, the parties agree Employee shall revert to her AFSCME grade and will be ensured a similar position within the City of Westfield. The parties agree to meet and negotiate over the ramifications of placement.
6. Future Candidacy - Should reorganization be determined to not be in the best interest of the City, nothing in this agreement shall harm or otherwise prevent the candidacy of Employee to apply for the Director position.
7. Compensation - Employee shall be placed on the same compensation grade as the former Director as per the WPMEA collective bargaining agreement while serving as the Acting Director, although Employee shall be placed on step 1 of the respective grade.

8. Joint Representation - Jarret shall continue to remain a member of the AFSCME 35 group, and shall have all the rights, duties, and obligations of an AFSCME 35 member under the respective collective bargaining agreement. For this specific agreement, the WPMEA and AFSCME 35 have agreed to waive the mutual representation clauses over the employee: AFSCME shall represent the employee in any employee specific matters; WPMEA shall be afforded the opportunity to weigh in on matters affecting the Licensing Department, specifically including the potential impact of reorganizing duties of the department on the WPMEA.
9. Stipends - The former Licensing Department Head received stipends for performing some additional duties outside the scope the job description. The City agrees to review and determine which stipended duties performed by the former Department Heads are necessary for continued efficient operations of the Licensing Department, and agrees to negotiation over the impact of the decision to continue or otherwise amend the distribution of those responsibilities with both the AFSCME 35 Union and WPMEA depending on respective impact.
10. Time off – The parties recognize Employee will be asked to serve in the Acting Director role, meaning the Department shall be expected to operate short staffed until a decision on potential reorganization is made. The parties recognize it will be difficult for Employee to use all contractually allotted time-off prior to the expiration of the fiscal year under the current circumstances, and, therefore, agree to negotiate over an agreement outside the ordinary accrued time practices when an ultimate determination is made with the Licensing Department.
11. Entire agreement - The above provision constitute the full and complete agreements between the City, AFSCME, WPMEA and the Employee, and is not intended as precedent setting or binding on future matters between any parties.

FOR THE CITY OF WESTFIELD



Mayor Brian Sullivan

Date: 1-12-16

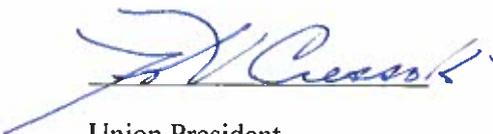
FOR AFSCME, LOCAL 346



Union President

Date: 1-12-16

FOR WPMEA



Union President

Date: 11-12-16

EMPLOYEE



Kim Jarret

Date: 11-12-16



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: January 13, 2016

To: Nancy Reynolds, AFSCME 35 Union President
Mark Cressotti, WPMEA Union President

From: Karin Decker

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding the acting appointment of Kimberly Jarret to Acting Director of the Licensing & Permitting/Parking Clerk.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
Jeffrey Krok, Labor Counsel
Kimberly Jarret, Acting Director of Licensing & Permitting Clerk
Robin Richard, Payroll

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 8th day of February, 2016, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of resolving a contract dispute, as follows:

1. Jen DiGianni (hereinafter Employee) is currently employed as a grade 10 clerical in the Police Department.
2. Following the retirement of a clerical employee in the WPD, the Police Administration desired to reorganize responsibilities of its clerical employees.
3. The parties have agreed to move to a graduated form of employee hierarchy in the WPD following the inclusion of a former personal services agreement into the collective bargaining group, in addition to the retirement. The changes are as follows: all four (4) clerical positions at grade 10 will transition to one (1) grade 13, two (2) grade 10s, and one (1) grade 9.
4. The parties have already agreed to demote the then vacant grade 10 to a grade 9, but the parties agreed not to move the grade 10 to 13 until the clerical job matrix project had begun.
5. Upon receipt on 2/4/16 of a signed contract in the Personnel Dept. to begin working on a the matrix, the parties have agreed to temporarily revise the WPD clerical positions as follows: Employee's positions shall remain a grade 10 for purposes of reviewing the matrix, but Employee shall be considered acting out-of-grade at grade 13 as is consistent with the City's current classification system.
6. The purpose of treating employee as acting out-of-grade is to allow the contracted organization to make a determination on what the proposed classification of the position should be.
7. The parties agree to negotiate recommended placement of the grade 10 (serving as a grade 13 under this agreement) once the recommendation is completed by the contracting agency.
8. The parties agree the effective date of acting out-of-grade payments, consistent with the change in the duties of Employee, shall be November 1, 2015.
9. The parties agree to cease the out-of-grade pay upon implementation of a new grid or six (6) months from the signing of this agreement, whichever is earlier. Nothing in this provision is intended to prohibit or otherwise prevent the parties from negotiating an extension of out-of-grade work should both parties mutual agree the extension is necessary.
10. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

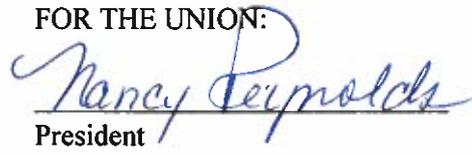
FOR THE CITY:



Mayor

Date: 2-8-16

FOR THE UNION:



President

Date: 2-8-16

EMPLOYEE:



Jen DiGianni

Date: 2-8-16

MEMORANDUM OF UNDERSTANDING

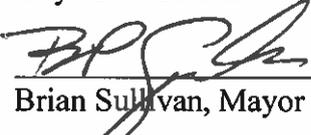
This memorandum of understanding is entered into this 23rd day of February, 2016, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the express purpose of clarifying a former agreement between the parties as follows:

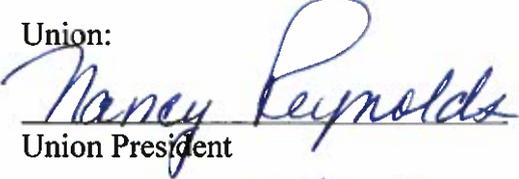
Whereas, the parties are parties to a certain memorandum of agreement dated February 8, 2016, which is affixed and incorporated by reference, and;

Whereas, the parties are desirous of amending said document to more accurately reflect the agreement previously reached between the parties;

NOW, THEREFORE, in consideration of future services and other good and valuable consideration, the parties do agree as follows:

- 1) The parties agree to amend the employee's out of grade compensation under the February 8, 2016, MOA so that Employee shall receive out of grade equal to Grade 13, Step 9, of the AFSCME 35 pay scale.
- 2) All remaining provisions of the fully executed February 8, 2016 memorandum of agreement remain in full force and effect, except as modified herein.

City of Westfield
By: 
Brian Sullivan, Mayor
Date: 2-23-16

Union:

Union President
Date: 2/23/16

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 8th day of February, 2016, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of resolving a contract dispute, as follows:

1. Jen DiGianni (hereinafter Employee) is currently employed as a grade 10 clerical in the Police Department.
2. Following the retirement of a clerical employee in the WPD, the Police Administration desired to reorganize responsibilities of its clerical employees.
3. The parties have agreed to move to a graduated form of employee hierarchy in the WPD following the inclusion of a former personal services agreement into the collective bargaining group, in addition to the retirement. The changes are as follows: all four (4) clerical positions at grade 10 will transition to one (1) grade 13, two (2) grade 10s, and one (1) grade 9.
4. The parties have already agreed to demote the then vacant grade 10 to a grade 9, but the parties agreed not to move the grade 10 to 13 until the clerical job matrix project had begun.
5. Upon receipt on 2/4/16 of a signed contract in the Personnel Dept. to begin working on a the matrix, the parties have agreed to temporarily revise the WPD clerical positions as follows: Employee's positions shall remain a grade 10 for purposes of reviewing the matrix, but Employee shall be considered acting out-of-grade at grade 13 as is consistent with the City's current classification system.
6. The purpose of treating employee as acting out-of-grade is to allow the contracted organization to make a determination on what the proposed classification of the position should be.
7. The parties agree to negotiate recommended placement of the grade 10 (serving as a grade 13 under this agreement) once the recommendation is completed by the contracting agency.
8. The parties agree the effective date of acting out-of-grade payments, consistent with the change in the duties of Employee, shall be November 1, 2015.
9. The parties agree to cease the out-of-grade pay upon implementation of a new grid or six (6) months from the signing of this agreement, whichever is earlier. Nothing in this provision is intended to prohibit or otherwise prevent the parties from negotiating an extension of out-of-grade work should both parties mutual agree the extension is necessary.
10. This agreement shall modify the current collective bargaining agreement between the parties to the extent noted above and all remaining provisions shall stay in full force and effect.

FOR THE CITY:



Mayor

Date: 2-8-16

FOR THE UNION:



President

Date: 2-8-16

EMPLOYEE:



Jen DiGianni

Date: 2-8-16



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: February 9, 2016

To: Nancy Reynolds, AFSCME 35 Union President

From: Karin Decker

Re: Memorandum of Agreement

Attached for your files, please find a copy of the memorandum of agreement regarding the out of grade pay (Grade 13) for Jennifer DiGianni of the Police Department effective November 1, 2015.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
John Camerota, Chief of Police
Jeffrey Krok, Labor Counsel
Jennifer DiGianni, Police Department
Robin Richard, Payroll



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: December 29, 2015
To: Nancy Reynolds
From: Karin Decker
Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding the schedule of Cheryl McMordie while transitioning to the Health Department from the Building Department.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
Jeffrey Krok, Labor Counsel
Joseph Rouse, Health Director
Donald Torrico, Superintendent of Buildings
Cheryl McMordie

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 16th day of December, 2015 by and between AFSCME, Council 93, Local 346 and the City of Westfield, acting by and through its duly authorized Mayor, or his designee, for the purpose of addressing the transfer of Cheryl McMordie ("Employee") to a Head Clerk position in the Health Department. Both parties agree to the following:

9:00 AM
9:00 AM

1. Effective Monday, December 21, 2015, Employee shall be placed at Grade 13/Step 10. Employee shall continue to work in the Building Department with a revised regular schedule of 9 a.m. to 5 p.m.
2. Transfer of Employee to the Health Department will be effective January 4, 2016;
3. Effective January 4, 2016, Employee shall begin to work a split shift between the Building Department and Health Department. Employee shall report to the Building Department at 9 a.m. and work in said department until 12 p.m. Employee is expected to take her lunch break during the time worked in the Building Department (specifically noon to 1 p.m.), unless by mutual agreement of the Directors of the Building and Health Department. Employee shall then work in the Health Department from 1 p.m. to 5 p.m.
4. The split schedule shall remain in place for not more than three (3) weeks, and it may be dissolved by mutual agreement of the parties. Employee shall be moved full time to the Health Department no later than January 25, 2016.

This agreement constitutes final agreement of the parties on this issue. The agreement cannot serve as a precedent-setting by either party in future discussions of related or similar issues.

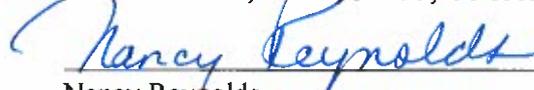
FOR THE CITY OF WESTFIELD



Brian Sullivan
Mayor (or designee)

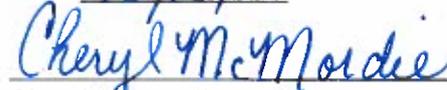
Date: 12-16-15

FOR AFSCME, COUNCIL 93, LOCAL 346



Nancy Reynolds
President

Date: 12/16/15



Cheryl McMordie
Employee
Date: 12/16/15



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: October 27, 2015

To: Nancy Reynolds

From: Karin Decker

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding the sick time table accrual adjustments.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
Nancy Reynolds, Union President
Nadine Kennedy, Union Representative
Jeffrey Krok, Labor Counsel

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 26th day of October, 2015, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor or his designee, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of resolving a contract dispute, as follows;

Whereas the Union has filed for arbitration based on an alleged violation of the collective bargaining agreement, and;

Whereas both parties prefer to resolve the perceived contract violation in an amicable and efficient manner:

1. Neither party disputes an agreement was reached during the 2013 collective bargaining process whereby employees hired into the Union on or after July 1, 2014, would be subject to sick time accrual at one (1) day per month (subject to all other rights duties and obligations under the collective bargaining agreement).
2. Employees subject to the one (1) day accrual rate had been accruing one and one half (1.5) days of sick time a month since July 1, 2014. The inaccurate accrual records were included with the employees' bi-weekly pay records.
3. On October 7, 2015, a memorandum was issued by the Personnel Department to City Department Heads and the Payroll Department stating that internal HRIS programs could not be adjust to reflect the new sick time accruals mid-year. The Personnel Department retroactively applied the collective bargained accrual rates for employees hired on or after July 1, 2014. The correction resulted in employees having a negative balance of sick time.
4. Because the number of new hires is low [six (6) new employees], the respective number of total sick time hours is low [averaging three (3) sick days per effected employee], and employees have detrimentally relied on the sick time balance posted on their bi-weekly checks, the City has agreed to allow the excess accruals to remain with those employees hired on or after July 1, 2014.
5. The actual number of inaccurate sick time is attached and incorporated as exhibit A.
6. As of October 1, 2015, those employees subject to the one (1) sick day per month accrual will revert to the correct accrual rate.

7. Should an event like this occur in the future, the parties respect the right of the City to hold the employees to the written agreement, but both parties simultaneously respect the obligation on the City to negotiate over the impact of correcting an oversight. The obligation to comply with the collective bargaining agreement falls on both parties.
8. The Union agrees to withdraw and or otherwise halt any and all lawsuits, grievances, arbitrations or other like matters which are based in any part on the facts forming the basis of the underlying disagreement.
9. Notwithstanding Paragraph 7, this constitutes the full and complete agreement between the parties and is not intended as precedent setting or binding on future matters.

FOR THE CITY OF WESTFIELD



Mayor Daniel Knapik

Date: 10-26-15

FOR AFSCME, LOCAL 346



Union President

Date: 10/26/15



Witness

Date: 10/26/2015

Exhibit A

Employee #	Last Name	First Name	Location	Location Desc	Type Desc	Table	Table Desc	Start Date	Used	Used Reason
<u>84693</u>	MAYNE	WILLIAM	<u>C450</u>	WATER	SICK	267	CITY-SICK	07/01/2015	3.50	115
<u>81866</u>	LARKHAM	HANNAH	<u>C421</u>	HIGHWAY AD	SICK	267	CITY-SICK	07/01/2015	28.0000	115
<u>83474</u>	SANTIAGO	CINDY	<u>C510</u>	HEALTH INS	SICK	267	CITY-SICK	07/01/2015	28.0000	115
<u>84622</u>	STROM	CASSANDRA	<u>C510</u>	HEALTH INS	SICK	267	CITY-SICK	07/01/2015	17.5000	115
<u>84635</u>	REED	BETH	<u>C135</u>	AUDITOR	SICK	267	CITY-SICK	07/01/2015	14.0000	115
<u>84358</u>	LECLAIR	AMANDA	<u>C199</u>	AIRPORT	SICK	267	CITY-SICK	07/01/2015	35.0000	115

Nancy Reynolds 10/26/15
Madeline M Kennedy 10/26/2015



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: August 31, 2015
To: Nancy Reynolds
From: Karin Decker
Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding the settle for the grievance for Marilyn Hunt.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
Nadine Kennedy, Union Representative
Marilyn Hunt, Police Department
John Camerota, Police Chief
Jeffrey Krok, Labor Counsel
Robin Richards, Payroll Supervisor

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of August, 2015, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of resolving a contract dispute, as follows:

1. The Union has filed a grievance on behalf of employee Marilyn Hunt (Employee) regarding a position change on or around May 11, 2015 (Grievance).
2. The parties agree a memorandum of agreement exists awarding Employee the position of Administrative Assistant in the WPD, executed on or around May 26, 2012 (2012 MOA).
3. The parties contest whether either her current job duties and/or the needs of the Police Department warrant a job reclassification, despite the existence of the 2012 MOA.
4. As a resolution, the parties have agreed to a one-time payment of \$7,000.00 to Employee. Payment represents a portion of the pay Employee had reasonably expected to coincide with the agreed upon, but never awarded, position from the 2012 MOA.
5. The payment does not change base wages of Employee.
6. The parties understand the payment is not in exchange for time worked and understand the rules and/or regulations of PERAC will not consider the payment as earnings for purposes of calculating Employee's retirement.
7. Employee shall remain in her current position without a change in status but with an expected retirement date of November 20, 2015. Employee has represented that she intends to retire on or before November 20, 2015.
8. Employee has agreed to forfeit and/or otherwise return the entire payment should she work for the City of Westfield in a full time capacity after November 20, 2015.
9. The City and Union have agreed to waive any formal advance notice requirements for severance purposes. This specific provision exclusively applies to notice timelines.
10. Nothing in this agreement shall prohibit Hunt from applying for alternative positions within the City of Westfield; however, the November 20, 2015, forfeiture of funds agreement shall remain with Employee regardless whether she switches positions.
11. The Employee shall submit a notice of intent to retire to the Retirement office as soon as practicable regarding the November 20, 2015 anticipated retirement date.
12. Payment compliant with paragraph 4 of this agreement shall be made to the Employee as soon as practicable, following reception of the notice of retirement pursuant to paragraph 10 of this agreement.
13. In exchange for payment, the Employee and Union agree to cease and desist from bringing any and all current or future legal actions and/or grievances against the City of Westfield, including but not limited to the Grievance, which is or could be based in any part on the facts giving rise to the Grievance.

[Signatures Below]

FOR THE CITY OF WESTFIELD

D. Knapik
Mayor Daniel Knapik

Date: 8/31/15

FOR AFSCME, LOCAL 346

Nancy Reynolds
Union President

Date: 8/21/15

Marilyn Hunt
Marilyn Hunt

Date: 8/21/15



City of Westfield, Massachusetts

Karin Decker
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: July 1, 2015

To: Nancy Reynolds

From: Karin Decker

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding the movement of the School Payroll positions to the City Payroll Department.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
Nancy Reynolds, Union President
Nadine Kennedy, Union Representative
Jeffrey Krok, Labor Counsel
Robin Richards, Payroll Supervisor

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 26th day of June, 2015 by and between AFSCME, Council 93, Local 346 and the City of Westfield, acting by and through its duly authorized Mayor, or his designee, for the purpose of addressing the working conditions of employees transfer from one AFSCME Bargaining Unit to the other. Both parties agree to the following:

Whereas, the memorandum, dated June 12, 2014, authorizes the transfer of School Department Employees from the School Payroll positions under the WPS Business Office to the newly created City Payroll Department,

Whereas, on June 16, 2014, the School Committee voted to accept the transfer of these employees out of the WPS District and voted to transfer their salaries from the WPS budget to the City Payroll Department Budget,

Whereas, on December 18, 2014, the Westfield City Council voted and accepted the transferred funds,

Now, therefore, the parties agree to the following terms and conditions for the specific employees who moved from the Westfield Public Schools Business Office to the City Payroll Department:

1. The Employees specifically covered by this agreement are Chris Swords, Kathleen Sixt, and Merry Towse (hereinafter referred to collectively as "Employees").
2. Sunset - The parties agree all covenants/agreements covered by this memorandum shall apply exclusively to the Employees while they remain in their current positions within the Payroll Department. Should the employees leave their current positions for any reason, the rights/duties/obligations created by this memorandum will not apply to the position vacated, nor shall the employee be entitled to bring said rights/duties/obligations under this memorandum with them into a different position.
3. Bargaining Agreement - Employees shall be transferred from the AFSCME, Council 93, Local 346 collective bargaining agreement [CBA] (commonly referred to as the "School Clerical" CBA) and covered by the AFSCME, Council 93, Local 346 CBA (commonly referred to as the "City Clerical" CBA). The transfer shall be retroactive to December 22, 2014, at which time all rights, duties and obligations under the School Clerical CBA shall cease and the rights, duties and obligations under the City Clerical CBA shall have began.

4. Wages - Employees shall be entitled to the following hourly rates of pay which correspond generally to that which was entitled under the School Clerical CBA, specifically as follows:

Kathleen Sixt Principal Clerk	After 20 Years (July 1, 2015)	\$25.04 per hour
	After 25 Years	\$26.23
Merry Towse Head Clerk	July 1, 2015	\$24.13
	After 15 Years (Oct.2015)	\$26.10
	After 20 Years	\$26.69
	After 25 Years	\$27.66
Christine Swords Administrative Clerk	After 7 Years (July 1, 2015)	\$24.53
	After 8 Years	\$25.93
	After 15 Years	\$26.80
	After 20 Years	\$27.72
	After 25 Years	\$28.69

Employees shall remain entitled to any collectively bargained for increases in pay, including, but not limited to, base wage increases, otherwise known as cost of living adjustments (COLAs).

5. Furloughs – the parties understand and agree the employees were subject to furloughs days as part of an agreement under the School Clerical union contract with the Westfield School Committee. Those employees were required to take three (3) furlough days under the agreement in exchange for 5 days pay-back at separation. Because the employee effected by this agreement (Sixt, Towse, and Swords) are separating the School Clerical Union, they will be paid their five (5) furlough days, thereby completing the required payback under the School Clerical agreement.
6. Department Positions, Post Sunset - The parties agree to negotiate over the positions and their structure in the payroll department following the separation of any one of the Employees from their current position. Nothing in this clause requires the parties to completely restructure the department upon a separation for any reason; however, the intent of this provision is to recognize the needs of the newly created department have not been fully ascertained to date, and the parties will need to meet and discuss a potentially updated departmental structure post sunset. These updates include, but are not limited to, lowering the grades of any/all positions, upgrading the grades of any/all positions, or varying the grades of any/all positions, along with potentially updating or recreating job descriptions for any and/or all positions.

7. This agreement constitutes final agreement of the parties on this issue. The agreement cannot serve as precedent-setting by either party in future discussions of related or similar issues.

Nadine M Kennedy

For the Union

DATE: 6/26/2015

Nancy Reynolds

Union Witness

DATE: 6/26/15

[Signature]

For the City

DATE: 7-1-15



City of Westfield, Massachusetts

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: February 7, 2013

To: Nancy Reynolds, Union President

From: Jeffrey Krok, Assistant Personnel Director

Handwritten initials "JK" inside a circle.

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding reclassifying Christine Fedora payment effective July 1, 2012.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
Peter Miller, Community Development Director
Jeffrey Daley, City Advancement Officer

MEMORANDUM OF AGREEMENT

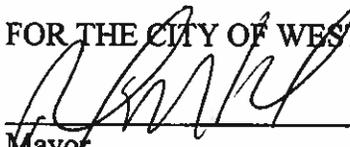
This memorandum of agreement is entered into this _____ day of January, 2013, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President as follows:

WHEREAS the City and Union had reached a memorandum of agreement regarding the changed responsibilities and compensation of Chris Fedora on both April 26, 2012, and November 28, 2012 and;

WHEREAS the City and Union agree the previous November, 2012, memorandum did not accurately reflect the wishes of the party in practice, despite agreement in the language between all parties;

1. The Union and City both recognize clear additional duties in the job responsibilities of Ms. Fedora from the Secretary position she was originally hired into, including both advanced subject matter duties/responsibilities and oversight authority she currently exercises.
2. The City and Union agree Ms. Fedora shall be compensated according to the MOA from April 26, 2012. Payment, therefore, shall be effective from July 1, 2012. The agreement shall remain in full force and effect until the job reclassification is completed and the job "freeze" is lifted, or until the needs of the Community Development Department change and duties of Christine Fedora change such that she no longer is required to supervise any clerical staff.
3. The Union and City agree this agreement shall be a one time agreement, and it shall not be binding on any future employment agreements whatsoever. This agreement shall not be precedent setting for future transactions with this union or any other employees of the City of Westfield.
4. Nothing in this agreement shall prohibit or exempt the position Ms. Fedora currently occupies from review during the AFSCME 35 job matrix project. Nonetheless, the City shall reclassify Ms. Fedora as an office manager pursuant to the April 26, 2012 Memorandum of Agreement.

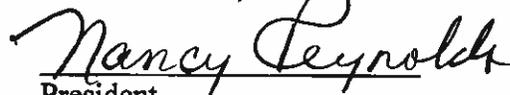
FOR THE CITY OF WESTFIELD



Mayor

Date: 2/4/13

FOR AFSCME, LOCAL 346



President

Date: 1/31/13

Madhine M Kennedy
Representative

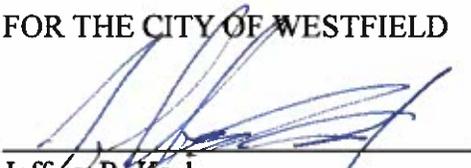
Date: 11/30/2013

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 5 day of July, 2012 by and between AFSCME, Council 93, Local 346 and the City of Westfield, acting by and through its duly authorized Mayor, for the purpose of amending the current collective bargaining agreement between the parties, as follows:

1. The parties agree, effective June 30, 2012, any and all upgrades for unit members will be "frozen" until further notice. This "freeze" on upgrades will occur regardless of consent, support, or approval from an employee's Department Head that the upgrade should go forward. The "freeze" occurs regardless of the status of any current request for reclassification, and any such reclassifications will remain in abeyance until resolution of this memorandum is complete.
2. The parties agree that the purpose of the "freeze" on upgrades is to analyze and attempt to reconfigure the job classifications for all unit members. The intent of the agreement is to establish a level uniformity within job descriptions for all unit members across all City Departments.
3. The parties will meet regularly to reach an amicable agreement on the reclassification of positions both generally and for individual employees. This agreement will remain in effect until the parties have reclassified positions in a satisfactory manner to both parties, or until both parties agree to dissolve the agreement

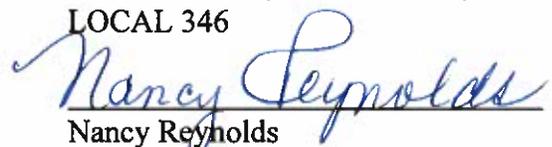
FOR THE CITY OF WESTFIELD



Jeffrey R. Krok
Acting Director of Personnel

Date: 7/5/12

FOR AFSCME, COUNCIL 93,
LOCAL 346



Nancy Reynolds
President



Nadine Kennedy
AFSCME, COUNCIL 93

Date: 7/5/2012



City of Westfield, Massachusetts

Jeffrey R. Krok, Esq
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: July 5, 2012

To: Nancy Reynolds, Union President

From: Jeffrey Krok, Assistant Personnel Director

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding the freeze of all AFSCME, Council 93, Local 346 upgrades until further notice.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
Nadine Kennedy, Union Representative
Daniel M. Knapik, Mayor



City of Westfield, Massachusetts

Jeffrey R. Krok, Esq.
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577
E-Mail: j.krok@cityofwestfield.org

MEMORANDUM

DATE: January 7, 2012

TO: Nancy Reynolds, President, AFSCME 35 Hr Unit
Jonathan Flagg, President, WPMEA

FROM: Jeffrey R. Krok, Assistant Personnel Director 

SUBJECT: Memorandum of Agreement

For your files, attached please find a fully executed original copy of the memorandum of agreement regarding the mandatory shutdown of City Hall between December 25, 2012 and January 2, 2013.

Thank you.

JRK/aec

Attachment

Cc: Deborah Strycharz, Audit

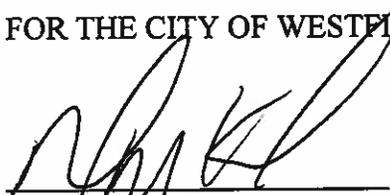
MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 21th day of December, 2012, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, AFSCME, Council 93, Local 346, hereinafter "AFSCME," the collective bargaining agent through its duly authorized President, and WPMEA, hereinafter "WPMEA," the collective bargaining agent through its duly authorized President and Vice President, for the purpose of entering into an agreement regarding the mandatory shutdown of City Hall between December 25, 2012 and January 2, 2013, as follows:

1. AFSCME and WPMEA agree the closure of City Hall between December 26, 2012 and December 31, 2012, hereinafter "building close," is for the purpose of installing energy efficient windows and shall not be considered a lock-out for all intents and purposes. For the purposes of this agreement specifically, School Department employees are governed by the School Department Administration and not subject to this agreement.
2. December 25, 2012 and January 1, 2013, are still considered paid holidays for both AFSCME and WPMEA employees.
3. Employees shall have the right to the following options during the building close:
 - a. The option to attend City funded training sessions to be held off site from City Hall, the deadline to enroll for said training being December 14, 2012;
 - b. Use of accrued time, including, wherever applicable, vacation, compensatory time, personal days and/or time-coming;
 - c. Use of sick time, with no requirement that a doctor's note be provided;
 - d. The ability to take the time unpaid without loss of accrued or sick time.
4. The City agrees the use or non-use of time subject to clause three (3) of the agreement shall have no impact on vacation/sick accruals. The intent of clause four (4) is to suggest an individual who would otherwise be eligible for four (4) hours of vacation benefit for using less than the requisite number of sick days during the quarter, or who would otherwise be eligible for monthly sick time accrual, shall not be penalized for using sick or unpaid days during the building close.
5. AFSCME and WPMEA both agree the use of sick time during the building close, shall be non-precedent setting and will be limited in time, duration and scope only to this agreement. Sick time is strictly limited to illnesses only.
6. AFSCME and WPMEA employees who regularly work in City Hall who are required to work during the building shut down shall receive compensatory time for the time which they will be working during the building close. Those employees are directly

affected by the building shut down and would otherwise be required not to report to work, but instead they are required to report to the I.T. Department or City Hall certain days during the shut down for the purpose of ensuring compliance with legal obligations or internal policies. Those employees will treat the hours they worked as regular working time and will receive regular pay for the hours of the day they work in addition to vacation time for the time worked. Any time not actually worked will be subject to all other provisions of this agreement. Any time which is claimed to be worked during the building close will require authorization and approval from the respective Department Head and the Personnel Department. Any vacation time earned subject to this agreement will be subject to the regular use provisions of the employees' collective bargaining agreement.

FOR THE CITY OF WESTFIELD



Mayor

Date: 1/3/13

FOR AFSCME, LOCAL 346



President

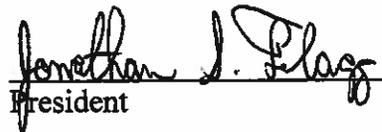
Date: 12/21/12



Representative

Date: 12/21/12

FOR WPMEA



President

Date: 12/21/12



Vice President

Date: 12/21/12

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 30 day of November, 2012, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President as follows:

WHEREAS the Community Development Department has hired a part time clerk to assist in the duties of the office, including both general office work and acting as secretary for the bi-weekly night meetings of the Community Development Board;

WHEREAS Christine Fedora was response for acting as the clerk of the Community Development Board, and is now replaced in those duties by the clerk;

WHEREAS Christine Fedora is now responsible for the training and oversight of the clerk on a daily basis:

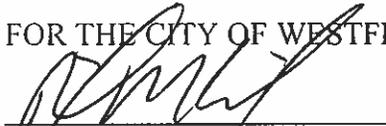
WHEREAS the Union and City both recognize the Memorandum of Agreement, dated July 5, 2012, which "froze" all upgrades for the members of this Union until a reclassification of unit positions can be completed, is still currently in full force and effect;

1. The Union and City both recognize a clear additional duty in the job responsibilities of Ms. Fedora which must now be completed, namely the duty of oversight of and responsibility for a new clerk, despite the existence of the upgrade "freeze."
2. The Union and City agree the duties Ms. Fedora was performing under a stipend (namely, to attend the night meetings) are no longer necessary with the hiring of a part time clerk, and her current stipend should exhaust completely regardless of any anticipated payment.
3. The Union and City agree that Ms. Fedora's job classification will not be changed at this time, in compliance with the July 5, 2012 Agreement.
4. The Union and City agree with the exhaustion of the night meeting stipend, a new stipend is warranted to reflect the new supervisory duties Ms. Fedora is required to perform.
5. The Union and City agree the supervisory stipend shall bring the pay of Christine Fedora to the Grade 13, Step 9 (\$24.21), as reflective of the April 26, 2012 Memorandum of Agreement.
6. This Memorandum of Agreement shall be effective retroactive to the date of the current part time clerk hire in community development, October 22, 2012. The agreement shall remain in full force and effect until the job reclassification is completed and the job "freeze" is lifted, or until the needs of the Community

Development Department change and duties of Christine Fedora change such that she no longer is required to supervise any clerical staff.

7. The Union and the City agree, as a stipend, Ms. Fedora is only entitled to the increase when the Community Development Department employs clerical employee(s) under her direction, regardless of her specific responsibilities. Should the Community Development Department cease to employ any clerical employees under her direction, Ms. Fedora will return to her original grade and step and this agreement shall cease to exist.
8. The Union and City agree this agreement shall be a one time agreement, and it shall not be binding on any future employment agreements whatsoever. This agreement shall not be precedent setting for future transactions with this union or any other employees of the City of Westfield.

FOR THE CITY OF WESTFIELD



Mayor

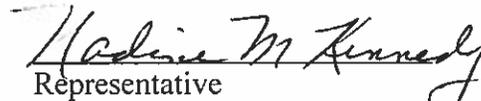
Date: 11/29/12

FOR AFSCME, LOCAL 346



President

Date: Nov. 30, 2012



Representative

Date: Nov. 20, 2012



City of Westfield, Massachusetts

Jeffrey R. Krok, Esq.
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: December 5, 2012

To: Nancy Reynolds, Union President

From: Jeffrey R. Krok, Assistant Personnel Director

A handwritten signature in blue ink, appearing to be "JK", enclosed in a blue circle.

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding Christine Fedora's stipend.

/aec

Attachment

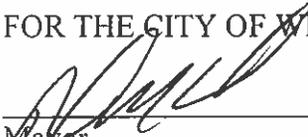
cc: Deborah Strycharz, City Auditor
Community Development Department
Nadine Kennedy, Union Representative

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 20 day of November, 2012, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President as follows:

1. The Union and City recognizes a unique and egregious situation which arose from accusations of criminal charges affecting an employee in the Office of the City Collector last fiscal year.
2. Due to the circumstances mentioned in section 1 of this agreement, staff members of the Office of the Collector were required to participate as percipient witnesses to said criminal investigation and to operate the Office of the Collector with less than a full staff required to operate the office.
3. The Union and City agree Marianne Nooney was unable to utilize the eighty three (83) hours of vacation time she was entitled to under the collective bargaining agreement (CBA) due to participating in the investigation as a witness and maintaining the operations required in the Office of the Collector.
4. The Union and City agree Ms. Nooney requested, and was approved, to carry over seventy (70) hours of vacation time, an action which was taken in compliance with the CBA.
5. Because the CBA limits vacation carry over for unit members to seventy (70) hours, the City and the Union agree the language of the CBA require Ms. Nooney to expire her addition thirteen (13) hours of vacation time.
6. The Union and the City agree the expiration of the additional thirteen (13) hours were out of the control of Ms. Nooney.
7. Because Ms. Nooney was unable to exercise use of her vacation time due to circumstances which were outside of her control in this unique and egregious situation, the Union and City agree Ms. Nooney may be compensated for a one time stipend equal to the thirteen (13) hours of expired vacation time.
8. The Union and City agree this agreement shall be a one time agreement, and it shall not be binding on any future employment agreements whatsoever. This agreement shall not be precedent setting for future transactions with this union or any other employees of the City of Westfield. The Union and City agree all provision of the CBA regarding vacation carry-over remain in full force and effect, and that vacation carry-over for unit members is currently capped at an absolute maximum of seventy (70) hours.

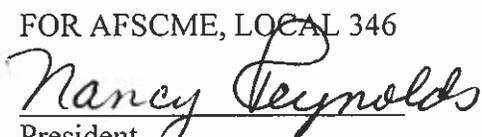
FOR THE CITY OF WESTFIELD



Mayor

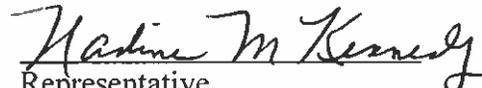
Date: 11/20/12

FOR AFSCME, LOCAL 346



President

Date: Nov. 20, 2012



Representative

Date: Nov. 20, 2012



City of Westfield, Massachusetts

Jeffrey R. Krok, Esq.
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: December 5, 2012

To: Nancy Reynolds, Union President

From: Jeffrey R. Krok, Assistant Personnel Director

Handwritten initials "JK" inside a circle, likely representing Jeffrey R. Krok.

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding vacation hours of Marianne Nooney.

/aec

Attachment

cc: Deborah Strycharz, City Auditor
Michael McMahon, Department Head
Nadine Kennedy, Union Representative

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 9th day of May, 2012, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of entering into an agreement to reclassify the below named employees, as follows:

1. The City agrees to allow Kara Torres to be absent from her current position of Clerk for a pre-planned vacation in May, 2012, for the dates of May 15, 16, 17, 18 and 21. Ms. Torres may use accumulated sick time for the duration of the vacation, limited to the above referenced dates, without discipline. This agreement is based on an internal personnel record which stated Ms. Torres had two (2) weeks of vacation, despite existence of such vacation being a violation of the Collective Bargaining Agreement between the City and the Union ("CBA").
2. If she so chooses to utilize sick time during the time off, limited in duration only to clause 1 of this agreement, Ms. Torres will not be required to provide a doctor's note for the use of the sick time as required by the terms of her collective bargaining agreement.
3. The Union agrees the use of sick time by Ms. Torres, for vacation purposes, shall be non-precedent setting and will be limited in time, duration and scope only to Ms. Torres, as specified in clause 1 of this agreement. Sick time is strictly limited to illnesses only.
4. The Union further agrees, recognizes, and acknowledges that any personnel transactions records are for internal purposes only, and such records, past, present or future, do not supersede the terms of the CBA. Any conflict or discrepancy between internal personnel records and the CBA shall be decided in favor of, and in compliance with, the CBA.

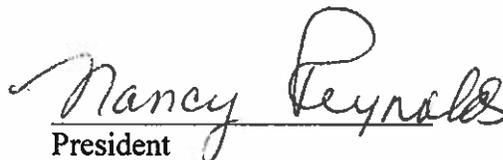
FOR THE CITY OF WESTFIELD



Mayor

Date: 5/9/12

FOR AFSCME, LOCAL 346



President

Date: 5/9/12



City of Westfield, Massachusetts

Personnel Department

Jeffrey R. Krok, Esq.
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street, Westfield, MA 01085
j.krok@cityofwestfield.org

May 9, 2012

Dear Ms. Torres,

Attached, please find the memorandum of agreement signed by the Mayor and AFSCME, Council 93, Local 346 President Nancy Reynolds regarding use of sick time. Do not hesitate to contact me with any questions or concerns.

Very Truly Yours

Jeffrey Krok

CC: Mayor Knapik
Nancy Reynolds
File

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this _____ day of April, 2012, by and between the City of Westfield, hereinafter "City", employer by and through its duly authorized Mayor, and AFSCME, Council 93, Local 346, hereinafter "Union", the collective bargaining agent through its duly authorized President, for the purpose of entering into an agreement to reclassify the below named employees, as follows:

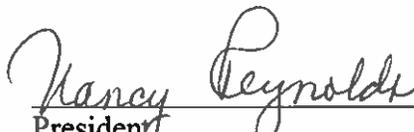
1. The City agrees to the promotion/reclassification of Christine Fedora, Community Development Office, to the title of Office Manager, Grade 13, Step 9 (\$24.21/hour), effective July 1, 2012, provided sufficient funding is allocated in the FY '13 budget to fund this upgrade.
2. The City agrees to the promotion/reclassification of Marilyn Hunt, Police Department Office, to the title of Administrative Assistant, Grade 14, Step 7 (\$24.95), effective July 1, 2012, provided sufficient funding is allocated in the FY' 13 budget to fund this upgrade.

FOR THE CITY OF WESTFIELD

FOR AFSCME, LOCAL 346



Mayor



President

Date: 4/26/12

Date: 4-26-12



City of Westfield, Massachusetts

Jeffrey R. Krok
Assistant Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

Date: April 26, 2012

To: Nancy Reynolds, Union President

From: Jeffrey Krok, Assistant Personnel Director

Handwritten initials "JK" inside a circle, likely representing Jeffrey Krok.

Re: Memorandum of Agreement

Attached for your files, please find an original copy of the memorandum of agreement regarding the promotion/reclassifications of Christine Fedora and Marilyn Hunt.

/elb

Attachment

cc: Deborah Strycharz, City Auditor
Community Development
John Camerota, Chief of Police

MEMORANDUM OF AGREEMENT

This memorandum of agreement is dated this _____ day of March, 2012 by and between the City of Westfield and AFSCME Council 93 Local 346. Both parties agree to as follows:

- 1. Article XXVIII – Classification Plan and Pay Rates:
 - Effective July 1, 2011 1% increase
 - Effective July 1, 2012 1% increase

FOR THE CITY OF WESTFIELD



Daniel Knapik, Mayor

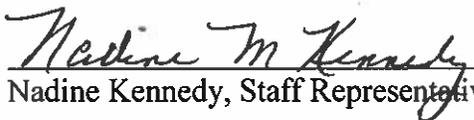
Date: 4/3/12

FOR AFSCME, LOCAL 346



Nancy Reynolds, President

Date: 3-21-12



Nadine Kennedy, Staff Representative

Date: 3/26/2012

MEMORANDUM OF AGREEMENT

This memorandum of agreement is dated this _____ day of March, 2012 by and between the City of Westfield and AFSCME Council 93 Local 346. Both parties agree to as follows:

- 1. Article XXVIII – Classification Plan and Pay Rates:
 - Effective July 1, 2011 1% increase
 - Effective July 1, 2012 1% increase

FOR THE CITY OF WESTFIELD



Daniel Knapik, Mayor

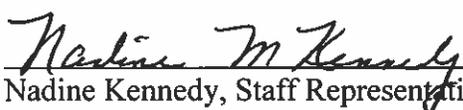
Date: 4/3/12

FOR AFSCME, LOCAL 346



Nancy Reynolds, President

Date: 3-21-12



Nadine Kennedy, Staff Representative

Date: 3/26/2012



City of Westfield, Massachusetts

Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577

MEMORANDUM

DATE: April 4, 2012
TO: Nancy Reynolds, Union President
FROM: Stephen Hagen, Acting Personnel Director *SH*
SUBJECT: Memorandum of Agreement

Attached please find your copy of the fully executed memorandum of agreement regarding the 1% wage increase.

SAH/elb

Attachment

cc: Nadine Kennedy, Union Representative ✓



JK

March 15, 2012

Mr. Steve Hagan
Acting Personnel Director
City of Westfield
59 Court St.
Westfield, MA 01085

Anthony J. Caso
Executive Director

Charles C. Owen, Jr.
President

Karla Mitchell
Recording Secretary

Joseph Geary
Treasurer

Kevin Hanley
Sgt. at Arms

Dear Mr. Hagen:

The AFSCME 35 Hour Unit has ratified the wage reopener language as proposed by the Mayor. The change is a 1% increase effective 7/1/2011 and an additional 1% increase effective 7/1/2012.

Please take any steps necessary to implement these changes as soon as possible.

Sincerely,

Nadine Kennedy
Staff Representative
AFSCME Council 93

RECEIVED
MAR 20 2012

PERSONNEL

MEMORANDUM OF AGREEMENT

This memorandum of agreement is dated this _____ day of January, 2012 by and between the City of Westfield and AFSCME Council 93 Local 346 for the purpose of temporarily increasing the hours of Joanne Tirrell, as follows:

1. Effective January 16, 2012 through and including April 6, 2012 the weekly hours of Joanne Tirrell, shall be increased to twenty-nine (29) hours per week. Effective April 9, 2012 the employee's hours shall be returned to twenty-five (25) per week.
2. This agreement does not affect any accrual calculations to which Ms. Tirrell is entitled.

FOR THE CITY OF WESTFIELD

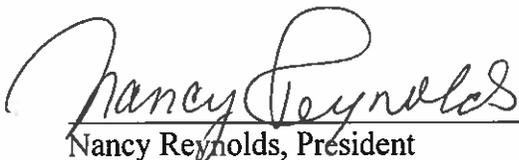


Daniel Knapik, Mayor

Date: _____

1/17/12

FOR AFSCME, LOCAL 346



Nancy Reynolds, President

Date: _____

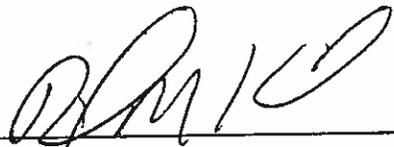
1/10/12

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 5th day of January 2012 by and between AFSCME, Council 93, Local 346 and the City of Westfield, acting by and through its duly authorized Mayor, for the purpose of amending Appendix A - Job Classification Plan of the current collective bargaining agreement between the parties, as follows:

1. The title of Engineering Aide be added to the Classification Plan (Appendix A) as a Grade 12 with a pay range of \$17.98 – 23.26.
2. This constitutes a clarification of the existing terms of the agreement. Any modification to the above shall be by the parties in writing. All remaining terms shall be in full force and effect.

FOR THE CITY OF WESTFIELD



MAYOR

DATE: 1/10/12

FOR AFSCME, COUNCIL 93,
LOCAL 346



PRESIDENT



AFSCME, COUNCIL 93

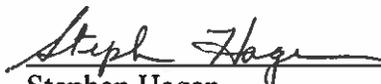
DATE: 1-5-12

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 26th day of December, 2011 by and between AFSCME, Council 93, Local 346 and the City of Westfield, acting by and through its duly authorized Mayor, or his designee, for the purpose of addressing the retirement of the of the Assistant Collector. All parties agree to the following:

1. Maureen Larabee will fill the position of Assistant Collector from December 26, 2011 through January 6, 2012 and will be paid Out of Grade; grade 14, step 8 with the hourly rate being \$24.63.

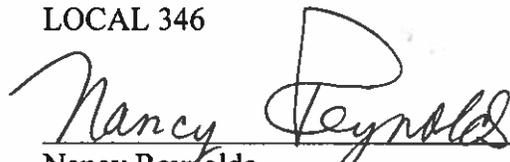
FOR THE CITY OF WESTFIELD



Stephen Hagan
Acting Personnel Director

Date: 12/30/11

FOR AFSCME, COUNCIL 93,
LOCAL 346



Nancy Reynolds
President

Date: 12/26/11

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 15 day of September, 2011 by and between AFSCME, Council 93, Local 346 and the City of Westfield, acting by and through its duly authorized Mayor, or his designee, for the purpose of addressing the hours of work for unit members. Both parties agree to the following:

1. Article IX (Hours of Work), Article X (Rest Periods) and Article XI (Meal Periods) of the collective bargaining agreement clearly define work hours, and shall remain in full force and effect.
2. Due to the operational needs of certain departments with labor staff, the parties agree to the following:
 - The Water Resources Office Manager shall work from 7:00 a.m. to 3:00 p.m.
 - The Water Resources Principal Clerk shall work from 7:00 a.m. to 3:00 p.m.
 - The Public Works Principal Clerk assigned to the highway garage shall work from 7:30 a.m. to 3:30 a.m.
3. Should the incumbents no longer hold the above mentioned positions, the parties agree to meet to discuss any changes to the working hours.
4. This agreement constitutes final agreement of the parties on this issue. The agreement cannot serve as precedent-setting by either party in future discussions of related or similar issues.

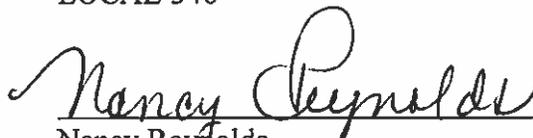
FOR THE CITY OF WESTFIELD



Anne M. Larkham
Acting Personnel Director

Date: 9/15/11

FOR AFSCME, COUNCIL 93,
LOCAL 346



Nancy Reynolds
President

Date: 9/13/11

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 22nd day of June, 2011 by and between AFSCME, Council 93, Local 346 and the City of Westfield, acting by and through its duly authorized Mayor, or his designee, for the purpose of addressing the transfer of Jennifer Digianni to a Principal Clerk position in the Police Department. Both parties agree to the following:

1. Ms. Digianni's transfer to the Police Department will be effective June 20, 2011. She will be placed at Grade 10/Step 6.
2. For up to three weeks, her work schedule will be as follows:
 - Monday – 9:00 a.m. to 5:00 p.m. in the Police Department
 - Tuesday – 9:00 a.m. to 5:00 p.m. in the Police Department
 - Wednesday – 9:00 a.m. to 5:00 p.m. in the Treasurer's Office
 - Thursday – 9:00 a.m. to 1:00 p.m. in the Police Department; 1:00 p.m. to 5:00 p.m. in the Treasurer's Office
 - Friday – 9:00 a.m. to 1:00 p.m. in the Treasurer's Office; 1:00 p.m. to 5:00 p.m. in the Police Department
3. Upon the hiring of a replacement in the Treasurer's office, Ms. Digianni will be made available for training one day each week for a period not to exceed three weeks.

This agreement constitutes final agreement of the parties on this issue. The agreement cannot serve as precedent-setting by either party in future discussions of related or similar issues.

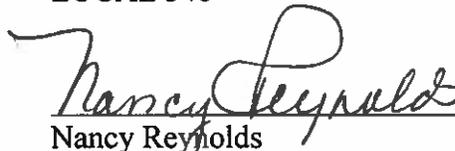
FOR THE CITY OF WESTFIELD



Richard Merchant
Personnel Director

Date: 6/23/11

FOR AFSCME, COUNCIL 93,
LOCAL 346



Nancy Reynolds
President

Date: 6/22/11



Jennifer Digianni
Employee

Date: 6/22/11

Memorandum of Agreement

This Memorandum of Agreement is entered into this 31st day of May, 2011 by and between the City of Westfield and AFSCME, Council 93, Local 346 (35 Hour Clerical Unit). Both parties agree to the following:

1. The union position of Senior Clerk/Floater in the Collector's office will be changed to the effect that the position will no longer be a "floater". The title will be changed to Senior Clerk.
2. The parties agree that the memorandum of agreement dated March 24, 2011 regarding the availability of the Senior Clerk to assist in the Personnel Office through September 1, 2011 will remain in full force and effect.

This constitutes full and complete settlement of this matter.

FOR THE CITY OF WESTFIELD

FOR AFSCME, COUNCIL 93, LOCAL
346



Personnel Director



President

Date: 5/31/11

Date: 5/31/11

Memorandum of Agreement

This Memorandum of Agreement is entered into this 24th day of March, 2011 by and between the City of Westfield and AFSCME, Council 93, Local 346 (35 Hour Clerical Unit). Both parties agree to the following:

1. The union position of Senior Clerk/Floater in the Collector's office will be available to assist with duties in the Personnel office through September 1, 2011. The days and hours for "floating" will be mutually agreed upon by the respective department heads.

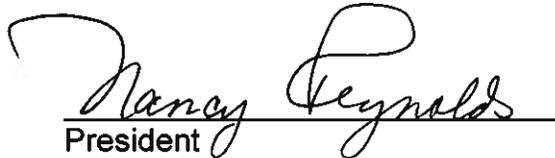
This constitutes full and complete settlement of this matter.

FOR THE CITY OF WESTFIELD

FOR AFSCME, COUNCIL 93, LOCAL
346



Personnel Director



President

Date: 3/24/11

Date: 3/25/11

MEMORANDUM OF AGREEMENT

This memorandum of agreement is entered into this 9th day of May, 2011 by and between AFSCME, Council 93, Local 346 and the City of Westfield, acting by and through its duly authorized Mayor, or his designee, for the purpose of addressing the promotion of Michele Frangie to a fulltime position in the Assessor's Office. Both parties agree to the following:

1. This promotion from a part-time non-union position to a full-time union position, combined with an atypical service time and significant promotion, necessitates a unique agreement.
2. Ms. Frangie will begin working fulltime on May 16, 2011.
3. For up to seven weeks (at the Conservation Agent's discretion), she will work the seven-hour Tuesday shift in the Conservation Department, at her previous rate of pay. (Currently \$17.52/ hour)
4. For those seven weeks, she will work Monday, Wednesday, Thursday, and Friday in the Assessor's Office.
5. She will begin her fulltime tenure at Grade 10, Step 4. (Currently \$18.49/ hour)
6. She will move to Step 5 on May 16, 2012.
7. She will move to Step 6 on May 16, 2013.
8. Should the current contract "Grade and Step" program remain intact, she will move an additional step every five years, thereafter.
9. All of her AFSCME 35 fulltime benefits will utilize a start date of May 16, 2011.
10. This agreement does not affect any retirement calculation to which she is entitled.
11. This agreement will be voided if Michele moves to a non-AFSCME 35 position.
12. This agreement replaces any calculations that would be garnered from the August 22, 1995, Memorandum of Agreement.

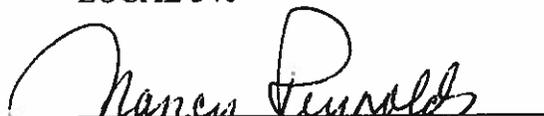
FOR THE CITY OF WESTFIELD



Richard Merchant
Personnel Director

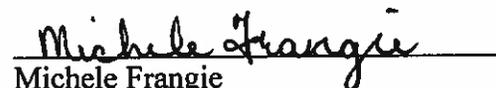
Date: 5/13/11

FOR AFSCME, COUNCIL 93,
LOCAL 346



Nancy Reynolds
President

Date: 5/12/11



Michele Frangie
Employee

Date: 5-12-11

MEMORANDUM OF AGREEMENT

This memorandum of agreement is dated this 28th day of October, 2010 by and between the City of Westfield and AFSCME Council 93 Local 346 for the purpose of resolving an issue of compensation, as follows:

1. Parties agree that Nancy Reynolds, a "buyer" in the Purchasing Department, performed many of the responsibilities of the Purchasing Director, in her absence, between the dates of July 26, 2010, and September 20, 2010.
2. Parties agree that Nancy Reynolds shall receive nine hundred eighty dollars and sixty-nine cents (\$980.69) as consideration for performing those responsibilities.
3. Parties agree that the facts and circumstances of this issue are unique, and that, in the future, neither party may claim this resolution as a precedent.
3. This constitutes full and complete settlement of this issue between the parties and negotiations shall therefore be deemed concluded.

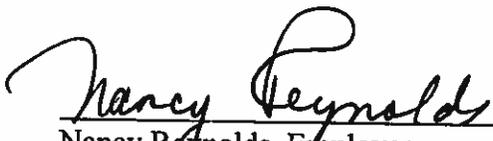
FOR THE CITY OF WESTFIELD



Daniel Knapik, Mayor

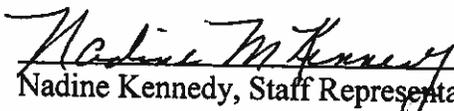
Date: 10/1/10

FOR AFSCME, LOCAL 346



Nancy Reynolds, Employee

Date: 10/28/10



Nadine Kennedy, Staff Representative

Date: 10/28/10

Memorandum of Agreement

This Memorandum of Agreement is entered into this 5th day of October, 2010 by and between the City of Westfield and AFSCME, Council 93, Local 346 (35 Hour Clerical Unit) for the purpose of assigning the responsibilities associated with Storm Water billing. Both parties agree to the following:

1. For assuming the responsibilities associated with Storm Water billing, as identified in negotiated job descriptions, the Water Resources Office Manager position will be upgraded from a Grade 13 position to a Grade 16 position, effective September 12, 2010. There will be no changes in the grading of other positions.

This constitutes full and complete settlement of this matter.

FOR THE CITY OF WESTFIELD

FOR AFSCME, COUNCIL 93, LOCAL
346



Personnel Director



AFSCME Staff Representative

Date: 12/13/10

Date: 12/9/10

Memorandum of Agreement

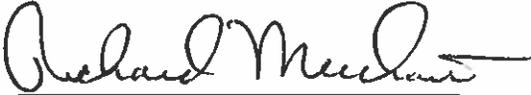
This Memorandum of Agreement is entered into this 5th day of October, 2010 by and between the City of Westfield and AFSCME, Council 93, Local 346 (35 Hour Clerical Unit) for the purpose of assigning the responsibilities associated with Storm Water billing. Both parties agree to the following:

1. For assuming the responsibilities associated with Storm Water billing, as identified in negotiated job descriptions, the Water Resources Office Manager position will be upgraded from a Step 13 position to a Step 16 position, effective September 12, 2010. There will be no changes in the grading of other positions.

This constitutes full and complete settlement of this matter.

FOR THE CITY OF WESTFIELD

FOR AFSCME, COUNCIL 93, LOCAL
346


Personnel Director


AFSCME Staff Representative

Date: 10/5/10

Date: 10/5/10



City of Westfield, Massachusetts

Richard A. Merchant
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577
E-Mail: r.merchant@cityofwestfield.org

MEMORANDUM

Date: October 6, 2010

To: Nadine Kennedy, Union Representative

From: Richard Merchant, Personnel Director

Re: Memorandum of Agreement

Attached please find your original fully executed copy of the memorandum of agreement regarding the upgrade for BethAnne Barrup.

RAM/aml

Attachment

cc: Deborah Strycharz, City Auditor



City of Westfield, Massachusetts

Richard A. Merchant
Personnel Director

Tel : (413) 572-6207
Fax : (413) 562-3466

59 Court Street
Westfield, Massachusetts 01085-3577
E-Mail: r.merchant@cityofwestfield.org

MEMORANDUM

DATE: August 20, 2010
TO: All Departments
FROM: Richard A. Merchant
SUBJECT: Part-Time Employees

The City currently has a policy in place regarding the step movement of part-time employees. It is my intent to revise the policy to reflect the following:

Employees who are employed in a position budgeted for fewer than twenty (20) hours per week or who are employed on a temporary or emergency basis however many hours they may work are not entitled to those City employee benefits associated with permanent full time employment. Hourly rates for such employees will be established by the department through the budget process. Departments must work with the Personnel Department as well as the Audit Department before establishing employee wage rates.

Keep in mind that when you add a part-time position you should anticipate that it will remain part-time. A part-time position is a separate and distinct job from a full-time position. Do not allow part-time employees to work more than twenty (20) hours per week for an extended period without consulting the Personnel Department.

Thank you.

RAM/aml