



CITY OF NEW HAVEN
JUSTIN ELICKER
MAYOR

CITY HALL

CHIEF ADMINISTRATOR'S OFFICE

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December 6, 2024

Honorable Tyisha Walker-Meyers
President of the Board of Alders
165 Church Street
New Haven, CT 06510

RE: Ordinance Amendment to Appropriating Ordinance #1 of FY 2024-2025 for Title Changes in PSAP and Engineering

Dear President Walker-Myers:

As required by City Charter and General Code of Ordinance, please find attached an amendment to Appropriating Ordinance #1 for FY 2024-25, reclassifying positions adopted in the fiscal year 2024-25 budget for the Public Safety Communications Department and Engineering.

PSAP: Operator III to Communications Supervisor

Recently, Operator Dispatcher III Shirley Reyes-Carr retired. Core to Operator III Reyes-Carr's duties as an Operator Dispatcher III were to fill in as a communications supervisor in the absence of one.

The position of Operator Dispatcher III has been sunset since 2011 and only incumbents have remained. The remaining two Operator Dispatcher IIIs will be carried over until they retire. As with Reyes-Carr, the positions will not be replaced by an Operator Dispatcher III due to this but will also be retitled.

The budget submission had included Reyes-Carr's position as an Operator Dispatcher III. The loss of this position will put a strain on the scheduling for the position of Communications Supervisor in relation to scheduling for time off and sick leave, whether short-term or long-term, as we would have one less employee to go to when filling paid time off for the supervision staff. Other hardships created by the loss of this position include the need for an extra supervisor during special events within the city when the workload requires an additional supervisor in the room.

These examples are in addition to the regular shift the new supervisor would be working and would help us significantly absorb supervision shortages.

This request best reflects the current needs. We respectfully request the reclassification of the vacant Operator Dispatcher III to the title of Communications Supervisor. The slight salary difference has already been offset by the vacancy savings due to this vacancy.

The reclassification of the position is required by City Charter and General Code of Ordinance. If approved, the positions must follow all normal City process for hiring and civil service rules.

If you should have any questions, please feel free to contact Joe Vitale at 203-946-6236.

ENGINEERING: CADD TECHNICIAN TO ENGINEERING DATA AND GEOSPATIAL ANALYSIST

In anticipation of the January retirement of a 26-year incumbent Donna Sasso we have reviewed the job description and title of the position of CADD Technician which was last updated before her hire. Since that time the industry has evolved with engineers moving to computers for their design relying less on support staff to translate drawings into computerized plan sets. The updated job description and title will continue to allow the department's staff to have that backup in document preparation but will better reflect the evolution of technology. Additionally, the position will now help to focus on presenting data, plans and presentations to keep the public informed of progress on our projects. The new title of Engineering Data and Geospatial Analyst will align with the updated description and will help to attract the right candidates.

If you should have any questions, please feel free to contact Giovanni Zinn at 203-946-8105.

I respectfully request the approval of this Ordinance Amendment and associated budgetary transfer to update these two vacant positions to help improve operations.

Very truly yours,

A handwritten signature in black ink, appearing to read 'RB', followed by a horizontal line extending to the right.

Rebecca Bombero
Deputy Chief Administrative Officer