



CITY OF WATERTOWN
Committee on Personnel and City Organization
CITY COUNCIL OFFICE

COMMITTEE ON PERSONNEL AND CITY ORGANIZATION MEETING
MONDAY, MARCH 14, 2022 AT 6:30 PM
CITY COUNCIL OFFICE
AGENDA

1. Call to Order
2. Roll Call
3. Purpose
 - A. Continue the Discussion Regarding the Creation of the Position of a City Council Analyst
4. Adjournment

Combined feedback on Analyst Position

Job Responsibilities - What work do you envision this person doing? What would the responsibilities and tasks of this job be on a day to day basis? What type of major work streams or projects do you envision being assigned to the analyst?

Research

Research topics that the members of the Council or members of a Committee are discussing or that individual councilors would like to address. This could be researching what other cities and towns in the nation are doing around electrification of city vehicles and contracted vehicles. Or it could be as simple as how many other cities and towns have a triple AAA rating. - *Palomba*

I would envision this person being able to research both general laws and city ordinances. - *Izzo*

Researching both general and municipal law. - *Airaisian*

I also would like to see the analyst be able to research surrounding communities rules and ordinances. For instance with the proposed snow shoveling ordinance, it would be helpful to have the analyst be able to explain Newton, Belmont and Waltham etc. to the council.. - *Izzo*

Look into other cities and towns' rules and ordinances. - *Airaisian*

Being able to retrieve feedback from other cities and towns on applicable rules and ordinances and relay that information to the proper Councilor or person who assigned the task. - *Airaisian*

Undertake policy-oriented research projects as assigned, with periodic updates and with draft reports (as noted in Charter), *Feltner*

Gather resources for council committees on the subjects they are working on. Examples are researching what other cities and towns are doing to address diversity and equity issues, climate change, and compensation for city councilors. - *Sideris*

Undertake research projects as assigned, periodically updating supervisors of progress on research projects, and produce draft reports. - *Gannon*

I would prefer to have this position as a resource where we can ask questions and get thorough research on proposed rules and ordinances. - *Izzo*

If I had a question about a proposed policy I would picture myself starting out by asking the analyst to do some preliminary research and continuing to further research as we move along on a project. - *Izzo*

Co-create and manage public policy initiatives; - *Gannon*

Drafting legislation

Gather existing legislation from cities and towns, nationally and locally, and draft a series of ordinances or resolutions that might be used in Watertown. *Palomba*

Drafting of legislation: various Committees have met over the past few years to tackle large issues which could be brought to fruition more easily, and more quickly, with an Analyst who could perform research, compile benchmarking analyses, and assist in drafting recommendations for Committees to review. - *Piccirilli*

Present information and communication with the council -

The Analyst should provide consistency and professionalism in the work output of the Council, by providing a framework for collecting, organizing, and presenting information to the Council and its Committees, so they can more effectively perform their legislative and oversight duties. - *Piccirilli*

When requested, speak at CC meetings and Committee meetings. *Palomba*

The analyst should keep us up to date on budget and other issues, and send regular communications to councilors on the projects they are working on. - *Gannon*

They would also help provide clear scope of work for proposed project/s, *Feltner*

The Analyst should attend Council and Committee meetings as needed so there will need to be flex hours. - *Piccirilli*

Reports of their findings should go to the council. - *Sideris*

Communication/Communicating with constituents and town allies/employees

Help in identifying and communicating with constituency groups, and build relationships with other allied organizations -. *Feltner*

Budget

Budget & Fiscal Oversight Committee – Capital Improvement Program research, review, and assistance in drafting recommendations. As Chair I personally spend about 40-50 hours each year in preparing this for the Committee. - - *Piccirilli*

Budget & Fiscal Oversight Committee – Budget Policy Guidelines – compilation, research, and assistance in drafting recommendations. As Chair I personally spend about 30-40 hours each year in preparing this for the Committee. - *Piccirilli*

Original conception to help with how we budget our resources - Sideris

Miscellaneous

Responsible for becoming familiar with how Watertown government operates, how departments are organized and the specific responsibilities of each department. *Palomba*

Provides advice and instruction regarding the Town's operations to interested parties, including without limitation municipal officials, legislators, and state and federal agencies. - *Gannon*

Qualifications - What relevant experience (i.e. education, work history and other qualifications) would be required for the position?

Verbal/written/communication skills

Should be able to summarize and present his/her information clearly in writing and verbally to the members of the Council - *Palomba*

Candidates should have both excellent communications skills (both in public speaking and written communications) - *Piccirilli*

Excellent verbal and written communication skills - *Gannon*

Demonstrated ability to gather relevant information from trusted and accurate sources to prepare internal analysis, translate findings into compelling and data-driven narratives and/or visual presentations, including for final public reports. *Feltner*

Demonstrated ability to communicate effectively, with experience in research design, methods, and interpretation; skills in data analysis and visualization. *Feltner*

Computer experience

Mathematical analysis using spreadsheets. - *Piccirilli*

Working knowledge of Word, Excel and similar office technology. - *Gannon*

Education

A bachelor's degree, preferable, a master's degree in government, municipal law, political science, or related fields. - *Palomba*

I believe at a minimum candidates should have a Bachelor's degree, and relevant work history. - *Piccirilli*

At the minimum they should have a bachelors degree - *Izzo*

A Bachelor's degree in a related field may be substituted for a maximum of two (2) years of the required experience or A Master's degree or higher in a related field may be substituted for a maximum of three (3) years of the required experience- *Gannon*

Typical descriptions for this type of position include: -Bachelor's degree in public administration, public policy, statistics, or related field. *Feltner*

Municipal/policy Experience

Some type of municipal experience should be required.- *Sideris*

At least 2 years of experience working on local, state, or federal legislation, policy and programs, including a minimum of 1 year of recent direct experience working with city, state, and/or federal legislators and legislative staff, municipal and state agencies, and state and local officials.- *Gannon*

Knowledge of inner workings of federal, state and/or city government; policymaking and budgetary processes. Familiarity with current US and Massachusetts public policy context-
Gannon

Basic, not extensive, knowledge of state municipal law and legislative practices and the ability to interpret such so as to provide councilors with options. - *Palomba*

Someone who considers themselves a "generalist" but also may have an expertise in one or more areas such as climate policy, economic development, or housing. - *Palomba*

I would think someone who is a researcher for either a committee at the state or federal level.-
Izzo

Interest and experience in municipal, state or federal law. -*Izzo*

Knowledge of or ability to comprehend state and local budgets. - *Gannon*

Working knowledge of state and local public policy matters. - *Gannon*

A minimum of 10 years work experience in government, academia, or in organizations, as a writer or researcher, that serve as a resource for local and state governments, such as MMA, MAPA, Route51, etc. - *Palomba*

Organizational skills

Ability to multi-task, [prioritize] and be organized. At the same time the PA should be able to recognize and communicate when the requests for information and research are unrealistic. - *Palomba*

The Candidate needs to be a self-starter and independent worker, and needs to be able to figure out what we want, how to do it, and what the best format is to present the information. - *Piccirilli*

Strong time and project management skills, ability to stay organized, establish and stick to key priorities, and deliver strong follow-up across multiple competing demands, timelines, and components relating to Town Council priorities. - *Gannon*

Ability to think strategically. - *Gannon*

Ability to demonstrate initiative and can work both collaboratively and independently - *Gannon*

People skills

Ability to establish and maintain strong working relationships with Town Councilors and other Council employees, Administration senior and junior staff, state legislators, municipal policy organizations, residents and other community stakeholders and partners. - *Gannon*

willingness to learn and ask questions. - *Gannon*

Can work both collaboratively and independently - *Gannon*

I think the candidate for this position should be able to demonstrate the ability to work on various projects for different councilors. - *Gannon*

Demonstrated ability to work independently as well as part of a team. *Feltner*

Preferred demonstrated ability to build effective relationships across diverse groups. *Feltner*

Job Parameters - What reporting system do you envision? Who should the employee report to? How does work get assigned to the analyst? Who is responsible for managing the employee's workload, addressing time management, and providing feedback to the analyst?

Office/Remote work?

Ability to work in-person regularly at our office in Watertown. - *Gannon*

Supervision

A good employee would appreciate supervision, someone s/he can turn to review the status of their projects, evaluate their timelines, and generally support their work. I would suggest a phone call or meeting every two weeks. - *Palomba*

The candidate cannot have 9 bosses, there needs to be one person who can meet regularly with the PA to check-in, offer suggestions, and address any problems that might arise and hear and consider suggestions from the PA on how operations can improve. - *Palomba*

I would suggest either Councilor Bays who is the chair of the Committee on Personnel and Town Organization or Councilor Gardner who has extensive professional experience in the field of human resources. Either person should consult with President Sideris when there are issues that cannot be resolved between the PA and an individual councilor. Either of these councilors should also be responsible for approving time and related employee requests. - *Palomba*

Perhaps the Vice President of the Council should be assigning the work to the analyst and Vice versa. Just coming straight from the individual Councilor is a possibility, however, one issue I can envision is that the analyst may feel overwhelmed at times if there is no system in place. - *Airaisian*

I think the analyst should report to the council president. I would think the analyst would get assigned work as it comes in and as questions arise through the year. - *Izzo*

I would think the council president would be able to manage the workload and provide feedback to the analyst. - *Izzo*

The Analyst should report to the President, like the Council Clerk, as there needs to be a single point of supervision for the employee for timesheets, vacation, etc. - *Piccirilli*

The most effective way for the Analyst to be assigned tasks would be at the direction of the Council, which may be done two ways:

- a. Committees could request the Analyst provide assistance for a matter referred to the Committee. The Committee would use its discretion to outline what tasks were needed and a format and timeline to support its referral.
- b. The Council could make a direct request of the Analyst by vote.
- c. There are some recurring annual tasks, typically budget related, that the Council can assigned to the Analyst on an ongoing basis. - *Piccirilli*

Assignments and managing workload should go through President or designee. 9 people dictating assignments will not work.- *Sideris*

All items should be filtered through council clerk to keep things on record.- *Sideris*

I think there should be a standing committee of councilors to work with the analyst on issues such as assignments given by individual councilors, prioritization of projects, deciding whether individual councilor requests are too time-consuming, and/or overly comprehensive and irrelevant to Council priorities.- *Gannon*

Reports to the full Council by way of the Council President, with research projects undertaken as assigned/by majority vote, and possible referral to relevant Council Committee/s. - *Feltner*

Full-time vs part-time (no consensus)

I believe the position should be full-time as I think it will be hard to attract a qualified candidate part-time, unless there is a qualified individual who prefers to work less than full-time. - *Piccirilli*

There will need to be flex hours. - *Piccirilli*

I would strongly suggest this begins as a part time position with hours added as needed. - *Sideris*

I think this analyst capacity could be fulfilled with consultant/s vs. a single appointed person, *Feltner*

Salary

The Analyst should have the salary set by ordinance, like the Council Clerk. - *Piccirilli*

Pay them a decent salary as opposed to hiring a student out of college - *Izzo*

Performance Review

The Analyst should have an annual performance review, like the Council Clerk. - *Piccirilli*

Miscellaneous

I think the position should have the title of Research Analyst, or Town Council Research Analyst to provide a more accurate descriptive job title than, simply, Analyst - *Gannon*

One of the challenges for the PA is to be able to manage, with supervision, the personalities of nine councilors as well as the leadership of the Administration. She/her will need to build a working relationship with existing senior Administration staff while remembering they are an employee of the City Council. Finally, the PA will need to develop a professional working relationship with Marilyn. Therefore, I think Marilyn should be allowed to sit in on the interviews with the three finalists. There should be a six month evaluation period for the PA to determine whether the Council feels or the PA feels it is a good fit. - *Palomba*

I believe it is important to delineate that the role of the Analyst is to support the Council, not individual Councilors, consistent with the language of Section 2-7(c):

- a. The Analyst should not act as legislative aide to perform tasks at the direction of individual Councilors.
- b. The Analyst should not be performing constituent services for individual Councilors.
- c. The Analyst should not be performing administrative tasks that fall under the responsibility of the Council Clerk.
- d. The Analyst should not be performing tasks that fall under the Administrative branch of City government. - *Piccirilli*

I would not want to see the analyst become a legislative aide who has to schedule everything for the council and deal with constituent inquiries. -*Izzo*

May also result in advancing sustainability and cost savings for Watertown. -*Feltner*

Candidates should be prepared to provide examples of the type of work they have done. - *Piccirilli*

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.- *Gannon*