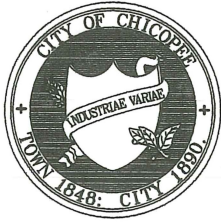


NO. 23-38

Pg. 38



CITY CLERK'S OFFICE
CITY OF CHICOPEE
MASSACHUSETTS
2023 JUL 27 A 8:50

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AUGUST 1, 2023

BE IT ORDAINED THAT CHAPTER 7 OF THE ORDINANCES FOR THE CITY OF CHICOPEE AS AMENDED BE AND IS HEREBY FURTHER AMENDED AS FOLLOWS:

HUMAN RESOURCES (GROUP 2)

ADD:

BENEFITS COORDINATOR #2

\$52,388.72 (GRADE 8)

SAID ORDINANCE TO BE EFFECTIVE AUGUST 1, 2023.

Introduced by Councilor _____ Recommended by [Signature] Mayor

City Council Action: 8/1/23: Motion made by Councilor Courchesne to receive, 1st reading and refer to the Ordinance Committee. Motion to refer passed by a unanimous roll call vote. Councilor Brooks absent.
9/5/23: Motion made by Councilor Krampits to receive, 2nd and final reading, enrolled and ordained. Motion passed through all stages by a unanimous roll call vote. Councilor McAuliffe absent.

Presented to the Mayor for approval _____ SEP - 8 2023
Date

Approved _____ Mayor

Returned to City Clerk _____ SEP 11 2023 _____ Attest _____ City Clerk
Date



CITY OF CHICOPEE
DEPARTMENT OF
HUMAN RESOURCES
STEPHEN A. ZAJCHOWSKI
Chief Human Resources Officer

July 24, 2023

Mayor John Vieau
City Hall
Springfield, Street
Chicopee, MA 01013

Dear Mayor Vieau,

I, hereby request the creation of a second position of Benefits Coordinator for the City of Chicopee. I have attached a proposed job description for your review. The position's title is already listed in the City Budget as well as to the Chapter 7 ordinance.

The creation of this position is a necessary addition to help with reconciliation of our Benefits Billing for Insurance premiums paid by the City. The current Benefits Coordinator currently handles Benefits administration for over 4,100 city employees and this position would allow us to have a second person to assist with this and ensure that all bills are correct and alleviate some of the workload of our existing benefits coordinator with the growing workforce and additional participants in our benefits programs. It is anticipated that the position will be classified as a Grade 8 Step 1 level which will be \$27.10 per hour with an increase to step 2 after the 6-month probationary period which will be \$27.77 per hour or \$52,388.72 Annual.

This position is needed to support the existing Benefits Coordinator since the increase of insurance premium, the amount of city employees partaking in our benefits programs, and ensuring the accuracy of our billing, and will be a crucial position moving forward as we begin to provide training and development programs to enhance and strengthen the wellness and skills of our growing workforce.

Thank you for your consideration of this proposal.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Stephen A. Zajchowski".

Stephen Zajchowski
Chief Human Resources Officer

**CHICOPEECAREERS • CHICOPEEWORKS • DIVISION OF BENEFITS • DIVISION OF OCCUPATIONAL
HEALTH & SAFETY**

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