

Probate Court Budget Committee

Meeting Minutes
Wednesday, June 11, 2014
4:00 PM

Library at the Office of the Probate Court Administrator
186 Newington Road, West Hartford, CT

The meeting was convened at 4:05 p.m.

In attendance: Judge Paul Knierim, Probate Court Administrator and Chair; Judge Joseph Marino and Judge Fred Anthony participated by telephone.

Public Comment and Correspondence

None received.

Remarks by the Chair

Judge Knierim updated the committee on the compensation study. The study is progressing on schedule and the consultant has been very responsive. Evan Brunetti, Chief Clerk of the Farmington-Burlington Probate Court and Vice President of CAPC, has been actively participating in discussions with the consultant.

The consultant visited eight courts during the week of May 12 to meet with employees in all of the staff positions. He visited courts of various sizes in all regions of the state. Based on the court visits, the consultant has concluded that the existing job descriptions accurately describe the work of staff and can serve as the basis for the compensation survey.

The consultant is now in the process of identifying the organizations that will be asked to participate in the survey to provide comparable compensation data. He is focusing on four categories of organizations:

- Probate Court systems in northeastern states with similar cost of living and labor markets
- Equivalent positions in the Connecticut Judicial Branch
- Connecticut law firms with probate practices
- Community providers that provide counseling and related social services (for PCO and Lead PCO comparisons)

Proposed Revision to Lead PCO and PCO Job Descriptions to Require Master's Degree

Judge Knierim described the proposed revisions to the job descriptions for Lead Probate Court Officer and Probate Court Officer, a copy of which was included in the meeting materials. The change would require that candidates for Lead PCO and PCO positions have a Master's degree in the social sciences or related field or J.D. In addition, a candidate for PCO would be required to have two years of experience in social work, counseling or human services related to child welfare or child development and a candidate for lead PCO would be required to have four years of experience. Two additional years of work experience, together with a Bachelor's degree, would be permitted as a substitute for the Master's degree. The compensation consultant agrees that the changes in requirements are appropriate given the duties of PCOs and Lead PCOs.

Judge Marino moved to adopt the proposed revisions. Judge Anthony seconded the motion. Judge Knierim called for a vote and the motion passed unanimously.

Other Business

None.

Schedule Next Meeting

No meeting scheduled.

Adjournment

The meeting adjourned at 4:17 p.m.