

Minutes of the Personnel Board meeting 11/20/14  
Town Hall Meeting Room

Members Present: Victor Normand, Diana Harte, Alice von Loesecke, Stu Sklar  
Others: Tim Bragan, Ed Denmark, Debbie Thompson, Marie Sobalvarro

The meeting was called to order at 7:48 a.m. by Victor Normand

#### I. Position Re-grading Requests

Victor Normand presented an overview of the goals of the position-grading process, which is to ensure that Harvard's position grades are both competitive in the workplace and have internal consistency.

Ms. Debbie Thompson of the COA was present to discuss re-grading the COA Receptionist position from a grade 3 to a grade 4. Her request was initiated by reviewing the hourly wage for similar positions at other COAs and seeing that this position was not receiving comparable pay. The CoA Board directed her to look at comparable grade 4 positions within the Town, which led her to compare the responsibilities of the COA Receptionist role with those of an Administrative Assistant.

The Personnel Board suggested that she re-write the COA Receptionist position description, combining it with the duties of Administrative Assistant position (where applicable), return this revised position to Marie Sobalvarro, then the Personnel Board would review and rate this modified position.

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Chief Denmark of the Police Department was present to discuss regrading the Police Department Assistant position from a grade 4 to a grade 5. His request was initiated by a believing that the position had been a grade 5, followed by reviewing the responsibilities of other grade 5 positions in Town, such as Finance Assistant.

The Personnel Board suggested that he review the position duties and grade it per the Personnel Rating Guide, and then forward the position description and his pointing to Marie Sobalvarro. The Personnel Board would then review and re-point the description.

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The Personnel Board requested that board members receive an electronic copy of the Personnel Classification Rating guide.

#### II. Minutes

Minutes of the 10/29 meeting were reviewed and amended to reflect the correct spelling of a member's surname. Motion to approve made by Stu Sklar, seconded by Alice von Loesecke, voted 3-0-1 (Diana Harte abstained, not present at the 10/29 meeting).

#### III. Updates to Definitions page in the Personnel Policies Manual

Marie Sobalvarro provided an overview of the rational for providing a definition of benefit-eligible in the Personnel Policies, and highlighted prospective possible updates to the Personnel Policies. Motion to approve inclusion and definition of benefit-eligible made by Stu Sklar, seconded by Alice von Loesecke, voted 4-0.

#### IV. Adjourn

Motion to adjourn at 8:40 made by Stu Sklar, seconded by Diana Harte, voted 4-0.

Documents reviewed: Job Descriptions for COA Receptionist (Harvard), COA Receptionist/Clerk (Concord), COA Transport & Office Coordinator (Carlisle), COA Van Dispatcher (Groton); Salaries for local transportation coordinators; Police Assistant Position re-class memo, Police Assistant Position job description, Finance Assistant Job Description; Minutes 10/29/14; Red-lined Personnel Policies 'Chapter 2: Definitions.'