

Minutes of the Personnel Board meeting 12/17/14  
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. Approval of minutes

Motion by Diana Harte, seconded by Victor, to approve minutes, passed 3-0 (Stu Sklar absent)

II. Review and re-grade positions (Police Assistant, CoA Administrative Assistant (formerly Receptionist))

Victor Normand presented an overview of the Classification Rating Manual. The committee reviewed the revised job description of the Police Assistant, and asked Chief Denmark for clarification of some aspects of the position.

After this discussion, each member independently determined a score for the components (Basic Knowledge, Experience, Judgment and Initiative, Independent Action, Accountability, interrelationships, Manual Skills, Physical Environment, Manual Effort, Occupational Risks, and Supervisory Responsibility), per the Rating Manual.

Motion by Alice von Loesecke to rate Police Assistant position at Grade 4 (per the aggregated scores), seconded by Diana Harte. (3-1, Stu Sklar opposed).

The committee then reviewed the revised job description of the Administrative Assistant at the COA, clarified questions with Debbie Thompson, and independently determined a score for the components.

Motion by Alice von Loesecke to rate Administrative Assistant , COA position at Grade 3 (per the aggregated scores), seconded by Diana Harte. (3-1, Stu Sklar opposed).

III. Review draft updates to Personnel Policies

Drafts of the Personnel Policies for Emergency Closures/Weather-related Closures, Deferred Compensation, and Insurances were reviewed, and edits were suggested by Board members. Next step is to schedule a hearing; tentatively set for mid-to-late January 2015.

IV. Review of Seasonal Stipends, temporary employee rates

Marie Sobalvarro distributed the seasonal stipends FY15 and the percentage change in stipend amounts FY08-FY16. The board voiced questions regarding the differences between stipends for certification and hourly rates, and also sought data from comparable communities. Marie Sobalvarro to follow-up.

Motion by Alice von Loesecke to adjourn at 9:50 a.m., seconded, 4-0.

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.'