

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

March 3, 2014

BUTTERICK MUNICIPAL BUILDING

The meeting was called to order at 6:32 p.m. by Chairman Jed Lindholm.

1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Weymouth Whitney, Karen Gaylord, Bruce Baker, Jed Lindholm, and HR Administrator Don Jacobs.
- b. **Minutes:** Minutes of the February 10, 2014 meeting was approved unanimously on a motion by Weymouth Whitney seconded by Jed Lindholm.
- c. **Taping of meeting:** Town Clerk Dawn Michanowicz stated that she was audio taping the meeting.
- d. **Agenda change.** Chairman Lindholm stated that agenda item 3 would be taken up first because of the large number of people present who were interested in that item.

2. REQUESTS TO REVIEW THE FOLLOWING PROPOSED POSITION CLASSIFICATIONS.

- a. **Working Foreman (DPW).** It was noted on the Review Form that this position reports to a major department head, has supervisory authority over employees who are accountable to him, and supervises winter operations, consisting of snow and ice removal. Based on this, the DPW Superintendent is requesting an increase proposed grade from 3 to 4.
- b. **Program Assistant (Recreation).** It was noted on the Review Form and by Program Assistant Kristen Dietel that this position actually performs at the assistant level, sharing responsibility with the Recreation Director for design, execution and oversight of programs. The position also requires knowledge of marketing practices, communications skills, and as Associate's Degree in Recreation and Leisure Services. Also noted was the fact that the number of programs and activities has grown to the point where responsibilities are beyond the scope of one person's ability to carry them out. The person in the position also serves as Recreation Director in the Director's absence. The request is to increase the grade from 2 to 3 in the proposed reclassification plan.
- c. **Animal Control Officer (Police).** It was noted on the Review Form and by the Police Chief and by Animal Control Officer Louis Massa that exposure to the elements and danger from handling animals, along with having to respond 24/7 to over 400 calls annually while operating alone warrants an increase in proposed grade from 2 to 3.
- d. **Assistant Town Clerk.** It was noted on the Review Form and by Town Clerk Dawn Michanowicz and Assistant Town Clerk Jeanne Survell that the job description is incorrect in referring to MGL Chapter 73 regarding the Town Clerk's responsibilities, that the job description does not reflect the job of the Assistant Town Clerk and that the fact that there have been three Assistant Town Clerks in the last three years indicates that the salary is too low. Also noted was that the position should require a bachelor's degree. The request is to increase the proposed grade from 2 to 4.

The Board will make a final decision on reclassification at its March 17 meeting.

3. REQUESTS TO REVIEW THE FOLLOWING JOB DESCRIPTIONS.

- a. **Town Clerk.** The Town Clerk explained that there are errors in her job description and that there has been no agreement with the HR Administrator on job description revisions

submitted to her on June 18, 2013, August 5, 2013 or February 14, 2014. One of the major errors is referral to MGL 73, a state law that has nothing to do with the Town Clerk's duties. The HR Administrator explained that this was a typographical error extending back before he was on the scene. The Board agreed that steps have to be taken to make the job description accurate.

- b. **Library Director.** The Library Director has stated an error in the "Reports To" and "Supervision Required" portions of the job description. The error is that the Library Director does not work under the administrative direction of the Town Administrator and policy direction of the Board of Library Trustees. She works under the administrative and policy direction of the Library Trustees. The consensus of the Board was that the job description needs to be changed to reflect her language.
- c. **Treasurer/Collector.** Several corrections were presented.
- d. **Assistant Treasurer.** Several corrections were presented.
- e. **Assistant Collector.** Several corrections were presented.

The changes recommended above will be made.

- 4. **FY 2014 Annual Report.** Discussion of the report was postponed until the next meeting.

5. HR ADMINISTRATOR'S REPORT

- a. An IT assessment form was distributed that will be sent to all employees to identify their IT training needs.
- b. Complaints reaching the Board of Selectmen about the HR Administrator will need to be addressed by the Board so that the selectmen know where the Board stands. The Board has heard nothing about this at this time.
- c. Proposed bylaws changes recommended by and drafted by Town Counsel will be discussed at the April meeting.

6. REVIEW AND DISCUSS MARCH 6 MEETING WITH REPRESENTATIVES OF TOWN BOARDS AND COMMITTEES REGARDING PROPOSED FY 2015 CLASSIFICATION AND COMPENSATION PLAN.

- a. This meeting will be held March 20, 2014.

- 7. **NEXT BOARD MEETING.** March 17, 2014 at 8:30 A.M.

- 8. **ADJOURNMENT.** Meeting adjourned at 8:45 P.M.

Bruce Baker, Clerk