

Committee Attendees:

Wendy Bertrand, Susan Andrews, Joanna Bilotta, Donna Fortune

Also Present

Julie Belliveau, Assistant Town Manager/HR Director

J. Bilotta opened the Meeting at 5:36pm with members noted in attendance

Public Comment:

There were no public or Committee comments

Approval of Minutes:

Minutes from the November 13, 2023 meeting of the Personnel Committee were reviewed

Motion by D. Fortune to accept the minutes as presented for the November 13, 2023 Personnel Committee Meeting

Second: S. Andrews

Roll Call Vote: All in Favor

Ongoing Business:

The Committee continued to examine the re-rating of the COA positions. D. Fortune and S. Andrews had adapted the current spreadsheet for easier review and the Committee began examining the various roles within each grade level, focusing especially on the COA and library roles as they related to similar roles in each grade level.

The Committee identified the following recommendations to be considered with the Department Managers:

Dietary Aide: The 11/13/23 meeting identified that Confidentiality seemed to be weighted to high; at this meeting we identified that the description the consultant drafted showed an average weight of up to 30# and the previous description showed up to 60#. Needs to be clarified

Asst. Meal Site Manager: The 11/13/23 meeting identified that the confidentiality measure seemed to be weighted too high. No other items identified at this meeting.

COA Outreach Assistant: The current JD seems very limited without much content, recommend revision; perhaps we were missing a page?

Meal Site Manager: The 11/13/23 meeting identified that the confidentiality measure seemed to be weighted too high; at this meeting we identified that we felt that the work experience should be weighted higher (D2 to D3), and perhaps the supervisor role lower and work environment higher.

COA Van Driver: The 11/13/23 meeting identified that the confidentiality measure seemed to be weighted too high. At this meeting we identified both judgment and physical demand seemed to also be too high.

COA Outreach Coordinator: The Committee felt that the experience level of this role should be measured higher than noted and the Occupational Hazards might be too high.

COA Director: The Committee felt that the experience (D3 to D4) and supervisory measures should be higher (D5 to D6).

The Committee had a general discussion on measuring Directors and were there different levels of Directors, example: Beach Director perhaps is more reasonably noted as Beach Supervisor.

Library Assistant: The Committee questioned if the level of experience was too high; unclear if this is PT high school student assignment or someone more skilled ie: education HS Diploma or equivalent.

Staff Librarian: The Committee questioned that the level of education should be higher i.e. Masters Degree; and that level of experience might be lower?

Library Page: There are currently no employees in this category

Videographer: The Committee questioned that the Occupational Hazards should be measured higher (D1 to D2).

Sr. Videographer: The Committee questioned that the Experience should be higher (D3 = 3-5yrs)

Administrative Asst – Conservation: This description opened a conversation on the differences in these types of roles; each department appears to utilize their employee in various ways utilizing different skill requirements. This will be explored as we move ahead. For now the Conservation role seems to have higher weighting in several areas that seems too high: accountability, judgment, complexity and personal contact. Needs more review.

Administrative Asst. – IT: The Committee questioned if this is more a customer service type role rather than administrative Assistant, but ratings seemed appropriate:

New Business

None

Public Comment

There were no comments from the public or the Committee

Our next meeting will be December 12, 2023, at 5:00pm
Ritter Building

W. Bertrand made a motion to adjourn the meeting at 7:28pm

Second: D. Fortune

Roll Call Vote: All in Favor