

**PERSONNEL BOARD MEETING MINUTES  
WEDNESDAY, NOVEMBER 15, 2017  
SUBMITTED BY LINDA UNGER, HUMAN RESOURCES ADMINISTRATOR**

**CALL TO ORDER**

The meeting was called to order at 7:35 p.m. by Chair Joseph Emerson. Also in attendance were Members Douglas Hyde, Rory Laughna, Rachel Lipton, and Robert Shea.

Staff members present: Joan Courtney Murray, Human Resources Director, and Linda Unger, Human Resources Administrator.

**APPOINTMENTS TO COME BEFORE THE BOARD****ACTION ITEMS**

- Meeting minutes from September 12, 2017, were reviewed. With reference to the minutes, the Board asked for an update on its previous recommendation to upgrade the SEIU Administrative Assistant, Building Department, position. The Human Resources Director reported that it's at the SEIU bargaining table and no action has been taken.
  - R. Lipton moved to approve the minutes as written; R. Laughna seconded. J. Emerson, R. Shea voted "In Favor"; D. Hyde abstained.
  
- A revised job description for Director, Council on Aging, was brought before the Board for review, approval and placement on the ATP Compensation Plan. The position was approved most recently in 2010. Town Administrator Michael Jaillet supports the upgrade and stated in a memo that the position has taken on additional fundraising and programming responsibilities due to the substantial growth in the number of seniors served by the COA. His memo also stated that the COA Director position is currently at Grade 12 on the ATP Compensation Plan and is the lowest graded Director-level position. The revised job description was scored using the HRS Municipal Position Classification and Rating Manual. Results placed the position at a high Grade 12 to mid-Grade 13 on the ATP Compensation Plan. The following action was taken:
  - R. Shea moved to approve the revised job description for Director, Council on Aging, and to place the position at Grade 13 on the ATP Compensation Plan effective January 1, 2018; R. Lipton seconded the motion. All voted "In Favor".
  - R. Laughna moved to place the incumbent at the Grade 13, Level 7 annual salary of \$87,070 effective January 1, 2018, subject to funding availability, or at the latest July 1, 2018; D. Hyde seconded the motion. All voted "In Favor".

- The revised job description for Benefits Coordinator, Human Resources, was discussed. The position is currently placed at Grade 6 on the SEIU Compensation Plan. In a supporting memo from Town Administrator Michael Jaillet, it was noted that the position was recommended for reclassification to Grade 7 when the Town conducted an independent classification study in 2014. The position is responsible for the benefits management for all benefit-enrolled Town and School employees. Benefit options have increased significantly, as has the way of doing business, since the position was last approved in 2001. The position requires a great deal of discretion, independent judgment and strong analytical skills. The job description was evaluated using the HRS Municipal Position Classification and Rating Manual for Clerical. The results placed the position at a high Grade 6 to mid-Grade 7 on the SEIU Compensation Plan.
  - R. Shea moved to approve the job description for Benefits Coordinator as amended and to retitle the position “Employee Benefits Administrator”; R. Lipton seconded the motion. All voted “In Favor”.
  - R. Lipton moved to recommend that the position be placed at Grade 7 on the SEIU Compensation Plan effective January 1, 2018, pending final ratification by the SEIU; D. Hyde seconded the motion. All voted “In Favor”.
  - D. Hyde moved to recommend placement of the incumbent at the Grade 7 Level 2 hourly rate of \$27.50 effective January 1, 2018, subject to funding availability and final ratification by the SEIU; R. Lipton seconded the motion. All voted “In Favor”.
- The 2017 Recreation Part-Time Seasonal Compensation Plan was revised to extend the effective end date of the plan from December 31, 2017, to June 30, 2018. This revision will align the Recreation PTSO Compensation Plan with all Town compensation plans, which are effective through a fiscal vs. calendar year.
  - R. Laughna moved to approve the end date extension of 6/30/2018 for the Recreation Part-Time Seasonal Compensation Plan; R. Shea seconded. All voted “In Favor”.

## **DISCUSSION ITEMS**

### **NEXT MEETING:**

- January 16, 2018, at 7:30 p.m.

### **ADJOURNMENT**

- The meeting adjourned at 8:25 p.m.