

**PERSONNEL BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 12, 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: Members 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

- Nora Loughnane, Director of Community and Economic Development (CED), presented a revised job description for Administrative Assistant, Building Department, which falls under the auspices of CED. The position is in the SEIU Clerical Union. In support of the revised job description, the following people also attended the meeting: David Nagel, SEIU Representative; SEIU Co-Stewards MaryAnne Carty and Teresa Riordan; and Susanne Thomas-Hogan, Administrative Assistant, Building Department.

The activity and responsibilities of the Administrative Assistant have expanded dramatically in the past year. The position has taken on a greater role in the submission, organization, and issuance of permits and, in fact, the approval of some permits. There is heavy contact with inspectors, contractors, residents, and other Town departments. The Administrative Assistant is responsible for coordinating and managing electrical, gas, and plumbing inspection appointments which have increased significantly with the growth in the Town's residential and commercial buildings. It is considered a "soup-to-nuts" position from permit application to Certificate of Occupancy, and can be considered "mission control" in the coordination between inspectors and all relevant departments. In addition, the Building Department is transitioning to a complex on-line permitting system, which requires a high degree of training. In summary, the revised job description more accurately reflects what the job is all about.

ACTION ITEMS

- Meeting minutes from May 31, 2017 were reviewed.
 - R. Laughna moved to approve the minutes as written; R. Lipton seconded. All voted "In Favor".
- The revised/reformatted job description for Recreation Assistant, Recreation Department, was brought before the Board for approval. At the SEIU Clerical Union's most recent negotiations, it bargained that the position become part of the union upon the departure of the incumbent or on July 1, 2019, whichever

came first. The job became vacant in July 2017. The revised job description is a more concise version of the former ATP job description and contains similar responsibilities and duties as those in the previous document. The following action was taken:

- R. Lipton moved to approve the Recreation Assistant job description as amended; R. Laughna seconded the motion. All voted “In Favor”.
 - R. Lipton moved to place the Recreation Assistant at Grade 6 on the SEIU Compensation Plan as bargained by the SEIU union; R. Laughna seconded the motion. All voted “In Favor”.
- The revised job description for Administrative Assistant – Building Department came under discussion. The Board considered Ms. Loughnane’s comments presented earlier at the meeting, and reviewed a letter from the Building Commissioner who supports an upgrade for the position and considers it “managerial” in substance. The job description was evaluated using the HRS Municipal Position Classification and Rating method and the results of the evaluation placed the position at Grade 7 on the SEIU Compensation Plan. Nora Loughnane was asked for her thoughts on the placement of the position. She replied that it should be placed with like jobs, however, the position is very similar to the SEIU Office Manager, DPW, position which is placed at Grade 8.

For purposes of comparison, the Board reviewed the job description for Office Manager, DPW, and made the following observations:

- 1) The Administrative Assistant, Building Dept., does not manage an office of comparable size to the Office Manager, DPW (as well as Office Manager positions for Fire and Police);
 - 2) While the Board recognizes changes to the position and the increase in volume, the breadth and scope of the responsibilities are not as diversified as other Office Manager positions.
- R. Lipton moved to approve the job description for the Administrative Assistant – Building Department as amended; R. Laughna seconded the motion. All voted “In Favor”.
 - R. Laughna moved to recommend that the position be placed at Grade 7 on the SEIU Compensation Plan pending final ratification by the SEIU; R. Shea seconded the motion. All voted “In Favor.”
 - R. Shea moved to recommend placement of the incumbent at the Grade 7 Level 6 hourly rate of \$29.77 pending final ratification by the SEIU; R. Lipton seconded the motion. All voted “In Favor.”

DISCUSSION ITEMS

- The Human Resources Director asked the Board for its thoughts on organizational structure in departments with few employees. More specifically, she asked what position title could be used that could signify the next level of achievement within the department and would represent a growth opportunity for lower level employees? The Board's suggestion was to engage titles such as "Assistant Director", or "Senior (something)" or "Lead (something)", depending on the needs of the department.
- As an additional comment regarding the revised job description for the Administrative Assistant, Building Department, a brief discussion came up as to whether a position title change, such as Building Department Coordinator, may be appropriate. It was noted that if a title change is implemented, it needs to be negotiated with the SEIU Clerical Union.

NEXT MEETING:

- October 24, 2017 at 7:30 p.m.

ADJOURNMENT

- The meeting adjourned at 9:05 p.m.