

Personnel Board Meeting Minutes

March 13, 2019 - 2:00 pm
Town Hall Conference Room A

Members

Present: Betty-Jane Burkhardt
Tom Nickinello
Kenneth Mudie
Alice Bowen
Sharon Ladley

Also present: Shana Tyner, HR Director
Michael Bryant, Lieutenant

BJB called meeting to order at 2:00 pm.

BJB opened the discussion up to questions on the job description. TN asked about the removal of the hoisting license. MB advised that current incumbent has never used/driven hydraulic equipment. BJB asked who supervises technical abilities. MB explained that if the technical ability is above his level of expertise the vehicle would go to Ford for service. BJB asked if there is any confidentiality, access to computer systems. MB explained that computers are password protected so this position does not have access to any confidential information.

A motion to approve the Police Department Mechanic job description, grade 9, was made by TN; seconded by KM. Approved (5-0). Scoring for the position was:

NO.	FACTOR	Degree	Pts
1	Education & Basic Know.	3	40
2	Experience	3	45
3	Interpersonal Skills & Communication	1	10
4	Accountability	3	30
5	Supervision Required	3	20
6	Judgment	2	40
7	Complexity	3	50
8	Work Environment	2	15
9	Physical Demands	3	30
10	Physical Skills	3	30

NO.	FACTOR	Degree	Pts
11	Occupational Risks	3	30
12	Use of Confidential Information		0
13	Scope of Managerial Responsibility --	XXXX	XXXX XX
	(Level '1', '2', or '3')		XXXX XX
14A.	Staff Size		0
14B.	Complexity & Diversity		0
14C.	Nature/Stability of Operations		0
TOTAL			340

Administrative Discussions:

- BJB clarified that the Moderator & Selectmen can be listed on the Miscellaneous Comp Schedule under the as Finance/Town Clerk department/division.
- Discussed scoring questions for Adult Services Librarian/Reference & Technical Service. Sharon to review notes and discuss at next meeting.

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- Discussed provisional Police Mechanic range listed on Miscellaneous Compensation Schedule. ST advised that recent versions of the schedule had the rate range listed as \$21-\$35, but ST believed the correct range should be \$21-\$25 (typo). BJB confirmed the \$25 max range was correct.

A motion to approve the February 21, 2019 Personnel Board Meeting Minutes was made by AB; seconded by SL. Approved (5-0-0).

Motion to adjourn at 2:22 pm made by TN; seconded by KM. Approved (5-0).