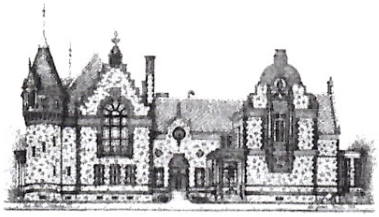


HUMAN RESOURCES BOARD
July 20, 2020

AGENDA
ONLINE REMOTE MEETING

1. Employment Actions
    a. Request for reclassification – Human Resources
2. Other Actions
    a. Human Resources Board Organization/Election of Officers
    b. Discussion on personnel policies
    c. New Business
    d. Approval of ratification list
    e. Approval of the minutes

For citizen speak, please contact sszczebak@wellesleyma.gov in advance of the meeting to be added to the agenda

The meeting will be live on local cable TV Comcast 9/Verizon 39

Here is the link for member of the public to watch the live meeting online:
https://www.wellesleymedia.org/live-streaming.html

And Here is info for members to join meeting:

Topic: HumanResource July 20th
Time: Jul 20, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/84398520757?pwd=czRndHR0RUlFQ3RibW16UjJNN3FDUT09

Meeting ID: 843 9852 0757
Password: 896285

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW, G. L. c. 30A, 20

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19"); and

WHEREAS, many important functions of State and Local Government are executed by "public bodies," as that term is defined in G. L. c. 30A, 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention ("CDC") and the Massachusetts Department of Public Health ("DPH") have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID- 19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

PRÆNTED ON RECYCLED PAPER

Now THEREFORE, 1 hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

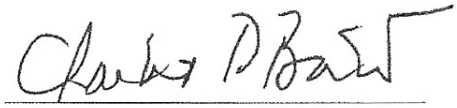
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at M this 12th day of March, two thousand and twenty.



CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

TOWN OF WELLESLEY MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

Town Hall
525 Washington Street
Wellesley, MA 02482

(781) 431-1019 ext. 2244
(781) 431-8643 fax
hr@wellesleyma.gov

To: Human Resources Board

From: Scott Szczebak, Director

Date: July 20, 2020

Re: Meeting Information

Request for reclassification – Human Resources

I am requesting a reclassification and title change for the position of Senior Human Resources Generalist in Job Group 55 to Assistant Human Resources Director in Job Group 57.

Job Group 55

Minimum	Midpoint	Maximum
$53,690	$67,540	$81,380

Job Group 57

Minimum	Midpoint	Maximum
$61,420	$77,270	$93,110

Last meeting, I announced Ms. Daebritz would be retiring at the end of September. Although it is a difficult loss for our department and the Town of Wellesley, we wish her the very best in her retirement. With this change brings the opportunity to reevaluate and restructure the Human Resources Department to better meet the needs of the Town of Wellesley's employees and operations.

Below is an outline for the review of Human Resources Department's positions that will take place between now and December:

IA. Review and reclassification of the Senior Human Resource Generalist position
   i. Recruitment for position

IB. Review Benefits Coordinator position

II. Discuss new position focused on the employee experience, recruitment, diversity and inclusion for FY 22 budget

III. Review Department Assistant and Administrative Assistant positions

Due to limited time and the difficulty recruiting and onboarding during the COVID-19 crisis, it is critical that we complete step 1A as soon as possible.

The revised job description for the Senior Human Resource Generalist focuses on the position taking a larger role outside of the Human Resources Department as well as assisting the Director in several key technical personnel functions. Additionally, there is also the request to change the title to Assistant Human Resource Director which aligns with other departments that have Assistant Directors. Some highlights of the revised job description are:

- Emphasis on updating the structure of Wellesley's Hay Job Evaluation System and the process of how the department classifies and edits job descriptions.
- New responsibilities supervising the recruitment process and utilizing new methods for making it more efficient.
- Having a role in negotiations with the Town's labor organizations as well as the "day-to-day" issues such as meetings with union representatives, disciplinary hearings, impact bargaining, etc.
- Leadership role on coordinating the Human Resource Department's initiatives on diversity and inclusion.
- Updates to the minimum qualifications. Although direct experience in human resources is preferred, other municipal experience can be just as valuable, such as time working in a municipal law department or in a Town Administrator/Manager's administration.

These updates are vital to the position and the functions of the Human Resources Department. Due to COVID-19, the world of personnel management will never be the same. Once COVID-19's immediate threat to our health has passed, no other department will continue to be as impacted as Human Resources.

Even prior to the COVID-19 crisis, Human Resource Departments throughout the world have seen their greatest changes and challenges emerge over the last several years. We have had to meet challenges related to new technology, health insurance and benefits, generational changes in the workforce, diversity and inclusion, continuous changes to employment laws and regulations, workplace health and safety and numerous other issues that have a direct impact on employees and their work environment.

These changes to the job description are intended to make the position less of generalist and more focused on the specialized areas of Human Resources. We don't know when the "new normal" will arrive or what it will be like, but what we do know is that it will bring significant changes to the Human Resources Department. These updates to the position are necessary to help successfully navigate those changes.

Updated 7/20

TOWN OF WELLESLEY

Position Description

TITLE: ~~Senior Human Resources Generalist~~ Assistant Director of Human Resources (~~55~~57) **DATE:** ~~10/31/2017~~

DEPARTMENT: Human Resources **APPROVED:** /S. Szczebak/

HUMAN RESOURCES: /S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The ~~Senior Human Resources Generalist~~Assistant Director of Human Resources administers a wide range of activities including the Town's recruitment and hiring programs, the classification system, and employee orientation and training programs, ~~and~~ employee reviews and labor relations. The incumbent provides information and advice to supervisors, managers and other employees regarding the terms and conditions of employment with the Town and supports the work of the Human Resources Board and Director.

NATURE OF POSITION

Overseen by a ~~five member~~five-member appointed Human Resources Board, the Human Resources Department provides a wide array of services designed to attract and retain the staff necessary for the Town to function at optimal capacity.

Reporting to the Human Resources Director, the Assistant Director of Human Resources'~~Senior Human Resources Generalist's~~ work requires a knowledge and understanding of the principles of human resource management, employment issues and labor relations; applicable state and federal laws, Departmental policies and practices and the general functions and operations of other Town departments. The incumbent must also possess the personal characteristics and skills to work effectively with the multiple constituencies and individuals with whom ~~he or she~~they must interact.

The incumbent is expected to work with considerable independence with respect to daily routines, accountable for the completion of required tasks on a timely basis. ~~He or she~~They will consult with the Director in the case of unusual or novel situations or problems and to insure the consistent development and application of Departmental policy and procedure.

DIMENSIONS

The total FY ~~18~~21 budget for the Human Resources Department is $~~338,286~~433,351.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Supervises other employees and departments during the ~~Administers all phases of the Town's~~ recruitment process. Assists in all phases of the Town's recruitment process from writing and publishing advertisements through arranging pre-placement physical examinations and drug tests when indicated, including pre-interview processing and screening, scheduling and conducting interviews with hiring authorities, and post-interview background checks. Provides training and oversight to departments in conducting interviews.

2. Administers the Town's Classification Plan by using the Hay Job Evaluation System and preparing ~~and editing accurate position descriptions, analyzing job description using the Hay Job Evaluation System, and preparing~~ documentation for actions by union representatives, the Human Resources Board, and/or Town Meeting.

3. Manages the process to update job descriptions. Receives and interprets suggestions and recommendations for changes to job descriptions from department heads and other stakeholders. Works with department heads and supervisors to prepare final changes to job descriptions for approval by the Human Resources Director and Department Head, or Board/Committee.

~~2.~~4. Oversees the Town's compensation program. Ensures salaries and benefits are competitive by conducting regular analysis through the year. Makes recommendations on salary adjustments to recruit and retain employees. Develops informational resources to provide up-to-date survey data concerning contract provisions, prevailing practices, employee benefits, etc., with particular emphasis on comparable communities.

~~3.~~5. Reviews and approves routine personnel transactions including employee leave requests and salary adjustments, referring unusual actions to the Director for review.

~~4.~~6. Assists in the preparation of minutes, Board Actions and other materials for Human Resources Board meetings, Town Meeting and other Departmental and Board functions.

~~5.~~7. Administers exempt and non-exempt employee performance system. Assists the Director with the development and administration of exempt employee compensation program.

8. Assists the Director in labor negotiations and relations. Represents the Town in meetings with union representatives, grievance hearings, and before state agencies.

9. Represents Human Resources for hearings at the Department of Unemployment Assistance.

10. Makes recommendations to the Human Resources Board and Director for changes to the Town's personnel policies to ensure compliance with all federal, state and municipal laws and regulations. Provides training and advice to supervisors and employees on compliance with personnel policies.

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

11. Assists the Director in conducting investigations into incidents of sexual harassment, discrimination, unlawful harassment, or other complaints or allegations by employees or the public.

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

~~6. Develops informational resources to provide up-to-date survey data concerning contract provisions, prevailing practices, employee benefits, etc., with particular emphasis on comparable communities.~~

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

12. Manages the Town's required training and development programs for sexual harassment, discrimination, unlawful harassment, ethics, and other related areas.

~~7.~~13. Participates in the development and delivery of health and wellness programs for employees including identification of resources, scheduling events, evaluating programs' success, etc.

~~8.~~14. Plans and implements training programs for Town employees and Board members on various topics including, but not limited to, performance appraisal and interviewing skills.

~~9.~~15. Provides support and makes recommendations to managers and employees regarding employment issues, basic contract provisions, training and promotional opportunities; and investigates and resolves problems in processing wage and benefit changes.

16. ~~Conducts exit interviews with employees leaving the Town; prepares annual report on issues and trends resulting from such interviews as needed; prepares annual summary report on employee terminations~~.

Formatted: List Paragraph, No bullets or numbering

17. Provides direction, support, and communication in the areas of diversity and inclusion and related compliance matters, including updating directors, supervisors, boards and committees on the impact of state and federal regulations, legislation and local guidance.

Formatted: List Paragraph, No bullets or numbering

18. Stays current on best practices, professional development opportunities and educational resources related to diversity and inclusion.

Formatted: List Paragraph, No bullets or numbering

19. Maintains records and files all required reports for the MCAD, EEOC and other related state and federal agencies.

Formatted: List Paragraph, No bullets or numbering

20. Works with department heads, chairpersons, elected officials, and supervisors to establish a committee to address diversity and inclusion within the Town's workforce.

Formatted: List Paragraph, No bullets or numbering

21. Works with key stakeholders to establish goals and objectives for diversity within the Town's workforce and implements policies and procedures to reach those goals and objectives.

Formatted: List Paragraph, No bullets or numbering

~~10.~~22. Gathers statistics and other necessary information to prepare reports on Town employment trends; prepares annual summary report on employee recruitment and terminations. Conducts exit interviews with employees leaving the Town.

11.23. In the absence of the Director has responsibility for administering benefits, payroll, related employment issues and signs weekly Department payroll documents.

24. Serves as a backup to the Administrative Assistant in entering permanent changes to employees' records in the payroll/HR system; conducts audits on these changes and on generated invoices for insurance benefits.

12.25. Conducts audits on changes to the human resources information system and on generated invoices for insurance benefits.

13. Assists the Director in labor negotiations and union relations.

14.26. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree, freferably in Human Resources Management,B.S. degree in Personnel Management or related field.
- SevenFive to tenseven years experienceyears' experience in human resources, or labor relations, or municipal government.
- A working knowledge of the principles of human resource management and labor relations.
- Experience conducting workplace investigations
- Previous experience helping to manage in a unionized workforce.
- A working knowledge of employment laws and practices.
- Ability to research and organize data; excellent written and verbal communication skills.
- Ability to interact effectively with employees, retirees and others with tact and diplomacy.
- Attention to detail, strong administrative, time management and organizational skills and the ability to prioritize workflow.
- Experience in using Microsoft Word, Excel, Access and PowerPoint.

Preferred:

- Experience in using a job analysis system such as using the Hay Job Evaluation System.
- Master's degree

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5" + 0.25"

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5" + 0.25"

Formatted: List Paragraph, Left, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5" + 0.25"

Formatted: No bullets or numbering

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is generally quiet.

TOWN OF WELLESLEY

Position Description

TITLE:	Senior Human Resources Generalist (55)	**DATE:**	10/31/2017
DEPARTMENT:	Human Resources	**APPROVED:**	/S. Szczebak/
		HUMAN RESOURCES:	/S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Senior Human Resources Generalist administers a wide range of activities including the Town's recruitment and hiring programs, the classification system, and employee orientation and training programs, and employee reviews. The incumbent provides information and advice to supervisors, managers and other employees regarding the terms and conditions of employment with the Town and supports the work of the Human Resources Board and Director.

NATURE OF POSITION

Overseen by a five member appointed Human Resources Board, the Human Resources Department provides a wide array of services designed to attract and retain the staff necessary for the Town to function at optimal capacity.

Reporting to the Human Resources Director, the Senior Human Resources Generalist's work requires a knowledge and understanding of the principles of human resource management, employment issues and labor relations; applicable state and federal laws, Departmental policies and practices and the general functions and operations of other Town departments. The incumbent must also possess the personal characteristics and skills to work effectively with the multiple constituencies and individuals with whom he or she must interact.

The incumbent is expected to work with considerable independence with respect to daily routines, accountable for the completion of required tasks on a timely basis. He or she will consult with the Director in the case of unusual or novel situations or problems and to insure the consistent development and application of Departmental policy and procedure.

DIMENSIONS

The total FY 18 budget for the Human Resources Department is $338,286.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Administers all phases of the Town's recruitment process from writing and publishing advertisements through arranging pre-placement physical examinations and drug tests when

indicated, including pre-interview processing and screening, scheduling and conducting interviews with hiring authorities, and post-interview background checks.

2. Administers the Town's Classification Plan by preparing and editing accurate position descriptions, analyzing job description using the Hay Job Evaluation System, and preparing documentation for actions by union representatives, the Human Resources Board, and/or Town Meeting.

3. Reviews and approves routine personnel transactions including employee leave requests and salary adjustments, referring unusual actions to the Director for review.

4. Assists in the preparation of minutes, Board Actions and other materials for Human Resources Board meetings, Town Meeting and other Departmental and Board functions.

5. Administers exempt and non-exempt employee performance system. Assists the Director with the development and administration of exempt employee compensation program.

6. Develops informational resources to provide up-to-date survey data concerning contract provisions, prevailing practices, employee benefits, etc., with particular emphasis on comparable communities.

7. Participates in the development and delivery of health and wellness programs for employees including identification of resources, scheduling events, evaluating programs' success, etc.

8. Plans and implements training programs for Town employees and Board members on various topics including, but not limited to, performance appraisal and interviewing skills.

9. Provides support and makes recommendations to managers and employees regarding employment issues, basic contract provisions, training and promotional opportunities; and investigates and resolves problems in processing wage and benefit changes.

10. Conducts exit interviews with employees leaving the Town; prepares annual report on issues and trends resulting from such interviews as needed; prepares annual summary report on employee terminations.

11. In the absence of the Director has responsibility for administering benefits, payroll, related employment issues and signs weekly Department payroll documents.

12. Serves as a backup to the Administrative Assistant in entering permanent changes to employees' records in the payroll/HR system; conducts audits on these changes and on generated invoices for insurance benefits.

13. Assists the Director in labor negotiations and union relations.

14. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- B.S. degree in Personnel Management or related field.
- Five to seven years experience in human resources or labor relations.
- A working knowledge of the principles of human resource management and labor relations.
- A working knowledge of employment laws and practices.
- Ability to research and organize data; excellent written and verbal communication skills.
- Ability to interact effectively with employees, retirees and others with tact and diplomacy.
- Experience in using Microsoft Word, Excel, Access and PowerPoint.

Preferred:

- Experience in job analysis using the Hay Job Evaluation System.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is generally quiet.

TOWN OF WELLESLEY MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

Town Hall
525 Washington Street
Wellesley, MA 02482

781-431-1019 ext. 2244
781-431-8643 fax
hr@wellesleyma.gov

Board Action: July 20, 2020

To: Human Resources Director

Re: Ratification List

Since June 25, 2020, the Human Resources Director has approved the actions listed below in accordance with Article 31 of the Town Bylaws, the Salary Plan, appropriate collective bargaining agreements and under the authority granted to the Human Resources Board is hereby requested to ratify such actions.

Code Dept.	Name	Change	Classification	Group	Rate	Date
D2006053 DPW	Byron Sontay	STEP	Fleet Stockkeeper	17-3 17-4	24.77 26.14	4/25/2020
D2006054 DPW	Maxwell Neustadt	PROMO	Highway Maintenance Worker Medium Equipment Operator	13-5 15-4	22.57 23.67	6/17/2020
D2006055 DPW	Anthony Manolian	STEP	Highway Maintenance Worker	13-4 13-5	21.50 22.57	6/16/2020
D2006056 DPW	Suzanne Miles	STEP	Office Assistant	47-2 47-3	24.37 25.44	6/18/2020
D2006057 FMD	Carlos Parada Alvarado	STEP	Night Supervisor	FA17-2 FA17-3	24.41 25.50	6/25/2020
D2006058 DPW	Byron Sontay	SLX	Fleet Stockkeeper	17-4	26.14	30 days
D2006059 FMD	Paulo Regis	STEP	Custodian	FA15-5 FA15-6	23.28 24.33	3/6/2020
D2006060 FMD	Jason Scafidi	STEP	Custodian	FA15-3 FA15-4	21.32 22.30	6/4/2020

D2006061 POL	Katherine Sharkey	STEP	Dispatcher	G47-1 G47-2	22.64 23.66	6/21/2020
D2007062 DPW	Anthony Manolian	PROMO	Highway Maintenance Worker Medium Equipment Operator	13-5 15-4	22.57 23.67	7/1/2020
D2007063 FMD	Jose Yurnet	TEMP TO PERM	Custodian (Temporary) Custodian (Full-time)	44-1 FA15-2	20.31 20.40	7/8/2020

HUMAN RESOURCES BOARD

_____ _____

_____ _____

_____

CC: Sheryl Strother, Finance Director

HUMAN RESOURCES
RECRUITMENT REPORT
JULY 15, 2020

Number of openings on June 25, 2020			32 (3 on hold)	
Number of positions filled:			4	
Number of new openings:			15	
Number of openings on July 15, 2020			43 (2 on hold)	
Req. Date	Dept.	Position Title	Status	Source
5/28/2019	PLAN	Senior Planner	To be advertised	
5/31/2019	POL	Parking Meter Attendant	Withdrawn	
9/10/2019	FIRE	Firefighters (4)	Reviewing applications	
9/19/2019	HLTH	Community Social Worker <20	Reviewing applications	
10/21/2019	DPW	Truck Driver A/Laborer (2)	Reviewing applications	
10/3/2019	DPW	Permit Verifier/Trash Collector	Matthew Cardillo DOH = 7/29/2020	Town employee
11/19/2019	DPW	Staff Engineer	Reviewing applications	
12/23/2019	NRC	Secretary	Interviewing	
1/3/2020	IT	Desktop Administrator	Reviewing applications	
1/3/2020	IT	Applications Administrator	Interviewing	
1/13/2020	FMD	Custodian	Jose Yurnet	Internal
1/17/2020	DPW	Fleet Maintenance Mechanic	Reviewing applications	
1/31/2020	DPW	Office Assistant (-011)	Reviewing applications	
3/4/2020	LIB	Librarian (2) (On-call)	On hold	
3/9/2020; 3/11/2020	FMD	Custodian (Temp) (4)	To be advertised	
3/5/2020	DPW	Park Maintenance Worker	Union posting	
3/24/2020	REC	Program Coordinator	Application deadline = 7/27/2020	
5/22/2020	LIB	Assistant Director	Interviewing	
5/22/2020	FMD	Custodian <20 hours (-031)	To be posted	
5/22/2020	FMD	Custodian < 20 hours (-032)	To be posted	
5/?/2020	HLTH	Public Health Nurse	To be advertised	
5/?/2020	HLTH	Community Social Worker	Reviewing applications	

HUMAN RESOURCES
RECRUITMENT REPORT
JULY 15, 2020

6/9/2020	FMD	HVAC Technician	Interviewing	
6/9/2020	DPW	Medium Equipment Operator	Anthony Manolian	Internal
5/22/2020	FMD	Weekend Custodian	Application deadline = 7/22/2020	
5/22/2020	FMD	Part-time Custodian	Application deadline = 7/22/2020	
6/22/2020	REC	Secretary II	Application deadline = 7/27/2020	
6/26/2020	FIRE	Firefighters (2)	Reviewing applications	
7/7/2020	FMD	Temporary Custodian	To be advertised	
7/8/2020	LIB	Library Assistant (PF)	To be posted	
7/8/2020	LIB	Library Assistant <20 (3)	To be advertised	
7/13/2020	DPW	Park Maintenance Worker	To be posted	
7/13/2020	DPW	Medium Equipment Operator -- Highway (3)	To be posted	
7/13/2020	DPW	Park Construction Foreman	To be posted	

HUMAN RESOURCES BOARD
REMOTE MEETING
June 25, 2020

The meeting was called to order by Chairman John Hussey at 7:02 PM. This was a remote meeting under Governor Baker's order of March 12, 2020 Present were Board members Pamela Cozza, Alice Kokodis, Julie Moore and Linda Thomas. Also present was Human Resources Director Scott Szczebak, Council on Aging members Kathleen Vogel and Marlene Allen, Finance Director Sheryl Strother, FMD Director Joe McDonough and Executive Director Meghan Jop.

The first item on the agenda was Council on Aging Board Chair Kathleen Vogel's request to hire Heather Munroe as the Director of Senior Services for the Council on Aging above the midpoint. The request was for hiring above the midpoint at 103% SIR in job group 60 with 4 weeks of vacation. Council on Aging members Kathleen Vogel and Marlene Allen gave an overview of the recruitment process, the previous year of changes at the Council on Aging and why Ms. Munroe was the candidate that the Council on Aging had selected. Linda Thomas asked about the necessity of geriatric experience. Ms. Vogel discussed Ms. Munroe's previous experience overseeing senior services in her roles as Town Administrator, and her work in Wellesley's Council on Aging. Pamela Cozza asked about salary comparisons to other communities. Mr. Szczebak discussed the previous salary surveys and where Wellesley ranked. Alice Kokodis asked for clarification on her current position with the Town of Barre while working for the Town of Wellesley. Chairman Hussey discussed reasons for separation from previous employers. A discussion occurred about the request for 4 weeks of vacation and how Ms. Munroe's prior experience applied to it. Linda Thomas made a motion to approve the request which was seconded by Julie Moore. A role call vote was taken with John Hussey, Julie Moore, Pamela Cozza and Linda Thomas voting in favor of the request, and Alice Kokodis voting against the request. The request for hiring above the midpoint with 4 weeks of vacation effective July 1, 2020 was approved. Ms. Vogel and Ms. Allen thanked the HR Board and left the online meeting.

The next item on the agenda was a continuation from a previous request for a reclassification for the position of Design and Construction Manager. Chairman John Hussey provided the Board with the history of the position as well as an update on what has happened with the position since the last meeting. Mr. Hussey discussed the process and data gathering that took place with the help of Ms. Thomas. Mr. Szczebak gave a brief update on the changes to the job description and the job reclassification to job group 62. Mr. Hussey then recommended that if the Board were to adopt the new reclassification that the salary be adjusted to ensure internal and external equity. A discussion was then had with several recommended salaries. Ms. Thomas made a motion to reclassify the position to job group 62 with a salary of $126,000 effective for FY 21. Ms. Kokodis seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Ms. Strother was then introduced to discuss her request for a performance award for Rachel Lopes. Ms. Strother provided an overview of why Ms. Lopes met the criteria for a performance award, supplementing the memo she sent to the Human Resources Board. Ms. Moore made a motion to grant two weeks for an award. Ms. Thomas seconded the motion. The Board took a roll call vote with each member voting yes to approve the performance award.

The next item on the agenda was for requests for performance awards by Meghan Jop, Executive Director for Amy Frigulietti, Stephanie Hawkinson and Cathryn Meagher. A brief discussion was held about the requirements to qualify for the performance award and Ms. Frigulietti not meeting the minimum time of being employed by the Town. The Board went on to discuss the reasons for granting the awards for Ms. Hawkinson and Ms. Meagher. Ms. Kokodis made a motion to grant two weeks compensation for the performance awards for Ms. Hawkinson and Ms. Meagher. Ms. Thomas seconded the motion. A roll call vote was taken and all members voted yes to approve the motion.

Mr. Szczebak then discussed the updated performance reviews. He talked about some of the changes to the form as well as providing additional time for departments to complete the reviews due to the COVID-19 crisis.

The ratification list was discussed. On a roll call vote, the ratification list for June 25, 2020 was unanimously approved by all members of the Human Resources Board.

The final item on the agenda was approval of the minutes from the May 15, 2020 meeting. The Board briefly reviewed the minutes. On a motion to approve the minutes which was seconded, the Human Resources Board by a roll call vote unanimously approved the minutes of the May 15, 2020 board meeting.

The Human Resources Board wanted to thank Linda Thomas for her years of service to the Town of Wellesley as this was her last meeting as a member of the Human Resources Board.

A motion was made and seconded to adjourn the meeting. On a roll call vote, the motion was unanimously approved and the meeting was adjourned at 9:02 PM.

Respectively submitted,

Alice Kokodis
Secretary

DOCUMENTS USED AT THE MEETING: agenda, Mr. Szczebak's memo to the Board, Order Suspending Certain Provisions of the Open Meeting Law, Ms. Munroe's resume, Director of Senior Services job description, Recognition Program policy, Meghan Jop memo, Assistant Finance Director job description, Executive Assistant job description, Project and Communications Manager job description, Assistant Executive Director job description, Sheryl Strother memo, recruitment report, ratification list, minute of May 15, 2020, Design and Construction job description.

HUMAN RESOURCES BOARD
January 27, 2020
6:45 PM
HR Conference Room, Second Floor
Wellesley Town Hall

The meeting was called to order by Chairman John Hussey at 6:45 PM. Present were Board members Alice Kokodis, Linda Thomas, Pamela Cozza. Also present was Human Resources Director Scott Szczebak and Executive Director Meghan Jop.

This was a special meeting called to approve a hire above the midpoint request by Meghan Jop, Executive Director for Amy Frigulietti in the position of Assistant Executive Director at $118,000/112% SIR of job group 62. Ms. Jop discussed the recruitment process and why Ms. Frigulietti was the chosen candidate. A discussion was then held about Ms. Frigulietti's qualifications and how her previous experiences would translate to the position of Assistant Executive Director, how the position was budgeted for, compensation for the position and vacation time.

Upon a motion duly made and seconded, the Board unanimously approved the request to hire Ms. Frigulietti at a salary of $118,000.

Upon a motion duly made and seconded, the Board unanimously voted to adjourn the meeting at 7:05 PM.

Respectively submitted,

Alice Kokodis
Secretary

DOCUMENTS USED AT THE MEETING: agenda, Mr. Szczebak's email to the Board, Frigulietti resume, Meghan Jop's memo, Assistant Executive Director job description.