



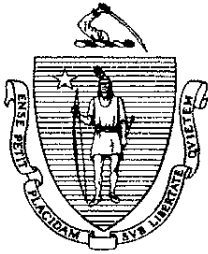
HUMAN RESOURCES BOARD
October 20, 2020
7:00 PM

AGENDA
ONLINE REMOTE MEETING

1. Employment Actions
 - a. Request for reclassification and title change – Assessors Office
 - b. Request for reclassification – Human Resources
 - c. Request for merit pay plan funds – Human Resources

2. Other Items
 - a. New business
 - b. Compensation survey update
 - c. Approval of ratification list
 - d. Approval of the minutes

ONLINE REMOTE MEETING: <https://www.wellesleymedia.org/live-streaming.html>. View of TV on Comcast 8/Verizon 40. Residents seeking to participate in citizen speak or any other agenda item should email sszcebak@wellesley.gov prior to the meeting to be placed on the agenda and a number will be assigned for speakers.



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;

PRINTED ON RECYCLED PAPER

Now THEREFORE, I 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.

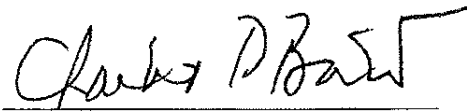
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, 20(d) and in 940 CMR 29.10(4)(b), is hereby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

A handwritten signature in black ink, appearing to read "Charles D. Baker", written over a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of 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: October 20, 2020

Re: Meeting Information

Request for Reclassification and Title Change – Assessor’s Office

Please find attached a request for a reclassification from Donna McCabe, Chief Assessor, for the position of Assessor Technician to Principal Assessor. After multiple discussions with Ms. McCabe to understand the revisions to the job description, the position was reviewed using the Hay job evaluation system. Due to the changes in qualifications, practical/technical knowledge, communication skills, problem solving ability, and increased accountability and freedom to act, this position changed from a Job Group 49 to a Job Group 53.

Job Group 49

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$25.94	\$27.10	\$28.32	\$29.60	\$30.94	\$32.32

Job Group 53

Minimum	Midpoint	Maximum
\$48,860	\$61,260	\$73,670

Step 6 annual salary = \$58,822.40

115% SIR of Job Group 53 = \$70,449

Request for Merit Pay Plan Funds – Human Resources

Human Resources is requesting a transfer in the amount of \$3,600 from the merit pay plan reserve fund. This is to cover the costs associated with the vacation time buyout from the retirement of Cheryl Daebritz and to allow the new Assistant Director of Human Resources to start in mid-November.

Request for Reclassification – Human Resources

Human Resources is requesting the reclassification of the position of Benefits Coordinator from Job Group 54 to Job Group 55. This is part of the ongoing reorganization and review of the department positions. I would like to discuss the current changes to the job description, as well as the changes from 2017 that were recently reviewed using the Hay job evaluation system. The incumbent is currently 106% SIR.

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF ASSESSORS

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

W. ARTHUR GARRITY, III, CHAIR
STEPHEN D. MAHONEY
STEPHEN R. BURTT

TELEPHONE: (781) 431-1019 EXT. 2275
FACSIMILE: (781) 237-5037
E-MAIL: assessor@wellesleyma.gov
DONNA LEE McCABE, AAS, CHIEF ASSESSOR

To: Human Resources Board

From: Donna McCabe, A.A.S
Board of Assessors

Date: October 16, 2020

With Scott Szczebak, I reviewed the job description for the Principal Assessor position. We agreed on a reclassification (53). Although I strongly believe that due to the technical nature and the importance of the position to the town's annual property tax revenue this position should be graded on par with the building inspectors (55). It certainly should be graded higher than some town hall office administrative staff. However, without fully understanding the Hay system, at this time I will accept the HR department's classification of this position.

I'm requesting Ellen Muller be compensated above the mid-point at 115% of grade 53 pay scale. She is absolutely the best principal assessor (field technician) I have worked with during my 40+ years in the assessing profession. Her methodical approach to her work is accurate, detailed, and consistent. Her adherence to deadlines allows for timely mailing of tax bills and compliance with state reporting requirements.

Without Ellen Muller the town would not be able to capture additional tax revenue from new construction. The town has several new 40B / 40R projects currently in the planning and construction stages. In order for the town to receive tax revenue from these projects, Ms. Muller must measure, inspect, decide subjective building characteristics, and add each building to the assessor's CAMA database and tax rolls. This is in addition to the 1,500 inspections she completes each and every year. Her work directly impacts the amount of new levy growth the town can add to the budget each year. The new levy growth, on average, allows the town to annually collect approximately \$1,800,000 in new tax dollars.

It is vital that we retain such as competent and dedicated employee and I hope you vote favorable action on this request. If you have any questions or need additional information please let me know.

TOWN OF WELLESLEY

Position Description

TITLE: Principal Assessor Technician (49) **DATE:** 7/25/2012
DEPARTMENT: Assessors **APPROVED:** /D. McCabe/
HUMAN RESOURCES: /S. Adler/

ACCOUNTABILITY OBJECTIVES

The Principal Assessor Technician assumes principal responsibility for planning and executing all aspects of the real estate field inspection program in accordance with nationally recognized standards and the Massachusetts Department of Revenue guidelines. The incumbent performs administrative duties to support the functioning of the Department and answers/provides technical questions/guidance to constituents on real estate and personal property valuation, taxes, exemptions, abatements and motor vehicle excise tax, personal property tax and real estate abatements.

NATURE OF POSITION

Overseen by a three member elected Board of Assessors, the Assessor's Department administers the Massachusetts property tax laws and produces accurate and fair appraisals of all taxable property.

Reporting to the Chief Assessor, and within the statutory requirements of applicable state laws, the Principal Assessor's Technician's primary responsibility is to review and verify that residential and commercial properties within the Town are accurately described and recorded. Work is performed with a minimum of direct supervision in accordance with established departmental procedures. The incumbent's work requires frequent contact with multiple constituencies and the ability to professionally discuss issues and confidential information, to provide technical assistance and to explain regulations and property tax laws clearly and courteously, even in contentious situations. The incumbent uses his/her own vehicle for site work and to attend meetings and training. The incumbent may be required to work outside normal business hours in order to gain entry into buildings at the convenience of the owner.

DIMENSIONS

The total FY12-20 budget for the Assessor's Department is ~~\$345,000~~ \$390,000. Data from approximately 1,500 annual inspections are used to determine property tax rates that generate approximately ~~75%~~ 85% of the Town's annual revenue. The FY12-20 total valuation of real estate is \$9,149,642. \$12,534,334,000.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Establishes and conducts systematic field review of all properties to comply with the Massachusetts Department of Revenue (DOR) mandated inspection requirements and standardized practices and procedures. Verifies interior and exterior data that provide the basis for establishing property assessments.
2. Uses independent judgement while at a property to determine quality of construction, percentage of building completion, condition, style and characteristics of all real property in the town.
3. Performs field measurements of all buildings on a property; Prepares scaled sketches of building footprints and calculates building areas using designated property description codes.
4. Updates and maintains permanent public Assists in maintaining field cards and inputs in inputting data into the Town's Computer Assisted Mass Appraisal (CAMA) database.
5. Measures and records improvements to land; Performs mathematical calculations and analysis on data acquired from field inspections review for assessment to sale ratios, and level of assessments.
6. Takes photographs of properties using digital camera and links images on CAMA database. to include on the Town's database.
7. Keeps Chief Assessor Assistant Administrator abreast of current field work status, on a regular basis. The Chief Assessor depends on the incumbent's judgment, work is generally reviewed only for technical accuracy, appropriateness of actions or decisions and conformance with policy or other requirements.
8. Explains and discuss Answers public's requests for information pertaining to plot plans, to real and personal property assessments, statutory exemptions, abatements, and motor vehicle excise and plot plans, requiring a courteous, calm and patient demeanor.
9. Maintains confidentiality regarding personal exemption information, commercial income and expense data and personal property asset lists.
10. Complies with public record laws and provides records upon request.
11. Assists in researching and assembling necessary background information for overvaluation appeals. Presents information to the board of assessors for them to make an informed decisions on pending abatement applications.
12. Assists the Chief Assessor in other duties related to the appraisal revaluation work and overvaluation appeals.

13. Ability to plan and prioritize work flow and to work independently to comply with DOR reporting deadlines and for timely mailing of tax bills.
14. Errors could result in inequitable assessments and loss of municipal tax revenues.
15. Regularly attends professional development programs to keep current with changes to property tax laws, CAMA technology and best practices for property assessments.
16. Acts as back-up to record property transfers from Registry of Deeds and Land Court, and subdivisions approved by the Planning Board on real estate billing files and property assessment cards.
17. Provides administrative office support when needed.
18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- * High School diploma or equivalent.
- * Bachelor's degree in business administration or related field plus three to five years of appraising/assessing experience; or any equivalent combination of education, training and experience.
- * Two to three years of mass appraisal experience.
- * MA real estate appraisal license or certification in municipal assessing. Massachusetts Accredited Assessor (MAA) designation, or International Association of Assessing Officers (IAAO) designation or eligibility for designation within two years of employment.
- * Working knowledge of land and building appraisal methods, real estate values, construction costs, and laws and regulations governing property assessment for tax purposes and mapping procedures.
- * Good computer skills, including computer assisted mass appraisal systems (CAMA), word processing, spreadsheets and databases.
- * Ability to maintain clear, detailed and accurate records particularly with respect to data collection activities.
- * Aptitude for working with numbers including statistics and good attention to detail.
- * Excellent organizational and interpersonal skills for handling difficult situations and angry taxpayers.
- * Highly motivated and the ability to take initiative and work independently.

* Valid driver's license and reliable vehicle for daily use.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Automobile, personal computer, including word processing, spreadsheet and database software, 100' tape measure, engineering scale, digital camera, 10-key calculator, telephone, typewriter, copy and fax machines.

PHYSICAL DEMANDS

While performing the duties of this job, the majority of the incumbent's time is outdoors in a variety of weather conditions. ~~frequently required to sit and talk or hear.~~ The incumbent is ~~occasionally~~ regularly required to sit, stand, walk, talk, hear, use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The incumbent must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent ~~regularly~~ often works independently and exposed to outside weather conditions and near hazards associated with construction sites.

The noise level in the office is usually quiet; the noise level outdoors is occasionally loud.

TOWN OF WELLESLEY

Position Description

TITLE: Benefits Coordinator (54) **DATE:** 10/31/20/20172020
DEPARTMENT: Human Resources **APPROVED:**
/S. Szczebak/
HUMAN RESOURCES:
/S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Benefits Coordinator performs technical and administrative activities that support the work of the Human Resources Board and Director, including coordinating benefits programs for Town employees and retirees; recruiting; managing the Department's website and social media; and data collection, analysis and reporting on equal employment opportunity and affirmative action. The incumbent provides information to employees and others regarding employee benefits and other issues; and provides back-up to other Department staff as needed.

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 Benefits Coordinator's work requires knowledge and understanding of the principles of human resource management, employment law 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 multiple constituencies and individuals.

The incumbent works with considerable independence with respect to daily routines, accountable for the completion of required tasks on a timely basis. The incumbent consults with the Director or with the Senior Human Resources Generalist in the case of unusual or novel situations or problems to insure the consistent development and application of departmental policy and procedure.

DIMENSIONS

~~The total FY 21 budget for the Human Resources Department is \$373,500. The total FY 18 budget for the Human Resources Department is \$338,286.~~

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. 1. Performs administrative and accounting work in assisting the Director in the operation of the Department such as maintaining Town insurances and related records, coordinating benefits programs for Town employees and retirees, assisting employees, retirees and the public with insurance issues, etc.

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2. Develops processes, policies, and procedures as it relates to enrollment, qualifying events, billing, leaves of absence and the daily administration and application of insurance benefits.

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3. Researches, analyzes, and interprets insurance policies, terms of insurance agreements, IRS regulations, Massachusetts and federal laws, collective bargaining agreements as they apply to the Town's benefit and compensation programs.

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4. Represents the Town and Department in meetings with insurance companies, brokers, unions and Town officials. Contributes to formulating the Town's bargaining position, helps to prepare for quotes and going to market, prepares market analysis data.

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5. Manages all technical related issues for benefit administration including software, programming, online portals, and employee technical experiences. Serves as the liaison between Human Resources, the IT Department, health insurance companies, vendors and other third-party administrators.

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6. Reviews and reconciles monthly invoices, rosters, annual statements, enrollment changes for insurance billing. Oversees billing process for employees who are on a leave of absence, inactive or must issue a separate payment from their paycheck.

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2. Works in cooperation with Department staff in maintaining and monitoring insurance programs, employee deductions and Town contributions. Monitors balances in all health insurance appropriation accounts.

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3. Counsels -employees -and -retirees -on -benefits, -claims/billing -problems, -and -Medicare status; contacts vendors and refers employees to vendors as needed; prepares vouchers for payment of benefits; and maintains benefits data.

4. Regularly -audits -health, -dental -and -other -insurance -rolls -in -conjunctions -with -other departments and outside agencies to ensure accurate figures.

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5. Conducts and completes benefit surveys; analyzes -data; -develops proposals -for modifications to the Town's programs; prepares and verifies rate sheets and payroll forms implementing fiscal year pay adjustments and longevity awards.

6. Oversees the work of the Workers Compensation and Leave Coordinator and the Department Assistant.

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7. Monitors employee absence due to personal illness or injury to ensure compliance with Family and Medical Leave Act (FMLA), Americans with Disabilities Act, and Town policies. Provides information to supervisors and employees concerning FMLA scope and

requirements; determines eligibility for leave under the FMLA; sends applicable notices and forms to employees, documents receipt of medical certifications; tracks use of time by employees; and maintains the database.

8. Participates in the Town's recruitment process by writing and publishing advertisements, performing pre-interview screening, scheduling and conducting interviews with hiring authorities, conducting post-interview background checks and arranging for required post-interview examinations.
9. Prepares postings of promotional opportunities and administers bidding process in accordance with applicable collective bargaining agreements. Participates in promotional interviews as requested by managers and supervisors.
10. Maintains data base on recruitment and hiring activities with respect to effectiveness of recruitment resources; gender and ethnicity of applicants and new hires; and compiles data for affirmative action reports to state and federal agencies.
11. Creates, updates and maintains publication content for the Town's Human Resources Department's webpage and social media.
12. Is responsible for preparing and submitting various statistical reports including those required by the Affordable Care Act, federal and state EEOC reports, Section 125, and the utilization of Employee Assistance Program; undertakes special projects as assigned by the Human Resources Board and Director.
13. Serves as a backup to the Human Resources 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.
14. Conducts new hire orientations as needed.
15. Assists the Director in the collective bargaining process.
16. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- B.S. degree in Personnel Management or related field.
- Three to five years of 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.
- Facility in using Microsoft Word, Excel, Access and Power Point.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

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.

HUMAN RESOURCES
RECRUITMENT REPORT
October 20, 2020

Number of openings on October 19, 2020		46 (3 on hold)		
Number of positions filled:		15		
Number of new openings:				
Number of openings on		31		
Req. Date	Dept.	Position Title	Status	Source
5/28/2019	PLAN	Senior Planner	Valerie Oorthuys DOH = 11/9/2020	MassPlanners Listserv
9/10/2019	FIRE	Firefighters (4)	Pending physicals	
10/21/2019	DPW	Truck Driver A/Laborer (2)	Reviewing applications	
12/23/2019	NRC	Secretary	Reviewing applications	
1/3/2020	IT	Applications Administrator	John Morse DOH = 11/2/2020	Town Website
1/17/2020	DPW	Fleet Maintenance Mechanic	Jean Myril DOH = 11/12/2020	Indeed
3/4/2020	LIB	Librarian (2) (On-call)	On hold	
3/9/2020; 3/11/2020	FMD	Custodian (Temp) (2)	Interviewing	
3/24/2020	REC	Program Coordinator	On hold until 2021	
5/22/2020	FMD	Custodian <20 hours (-031)	Checking references	
5/22/2020	FMD	Custodian < 20 hours (-032)	Ian Groh = DOH 10/14/2020	Internal
5/?/2020	HLTH	Public Health Nurse	To be advertised	
6/9/2020	FMD	HVAC Technician	Application deadline = 9/22/2020	
6/22/2020	REC	Secretary II	Matthew Glick = DOH TBD	Internal
6/26/2020	FIRE	Firefighters (2)	Pending physicals	
7/7/2020	FMD	Temporary Custodian	Interviewing	
7/8/2020 & 7/29/2020	LIB	Library Assistant <20 (4)	Victoria Fiske (10/14), Natalie Chouman (11/4), Helen Perez (TBD) & Paula DeSouza (10/28)	Minlib & Town employee
7/13/2020	DPW	Park Maintenance Worker	Kody Scully = DOH 10/14/2020	
7/13/2020	DPW	Medium Equipment Operator -- Highway (3)	Reviewing resumes	
7/23/2020	FMD	Custodian (-051)	John Leone = DOH 10/7/2020	Town website

HUMAN RESOURCES
RECRUITMENT REPORT
October 20, 2020

7/23/2020	HR	Assistant HR Director	Robin Tusino = DOH 11/12/2020	MMA.org
7/27/2020	FIRE	Firefighter	Pending physical	
7/27/2020	TC	Assistant Town Clerk	Tricia Mangone = DOH 10/14/2020	Internet
7/29/2020	IT	Systems Administrator	Adam Frasca = DOH 11/9/2020	Indeed
7/29/2020	DPW	Tree Climber	Reviewing resumes	
7/29/2020 & 8/30/2020	LIB	Technology Assistant <20 (2)	Axel Thompson & Conor Mahoney = DOH TBH & 10/28/2020, respectively	Internal & Town Employee, respectively
8/7/2020	FMD	Custodian (-062)	Dean Leone = DOH 10/7/2020	Internet
8/7/2020	FMD	Custodian (-063)	Interviewing	
8/25/2020	DFS	Payroll Manager	Interviewing	
9/?/2020	HLTH	Environmental Health Specialist	Jessica Cliff = DOH 11/9/2020	Town Employee
9/9/2020	DPW	Laborer	Francis Wellford = DOH 10/19/2020	Town Employee
10/9/2020	FMD	Project Manager	Application deadline = 10/29/2020	
10/15/2020	DPW	Water & Sewer Systems Engineer	Application deadline = 10/30/2020	

HUMAN RESOURCES BOARD

CC: Sheryl Strother, Finance Director

HUMAN RESOURCES BOARD
REMOTE MEETING
September 16, 2020

The meeting was called to order by Chairman John Hussey at 7:00 PM. Present were Board members Pamela Cozza, Alice Kokodis, Eylem Alper. Also present were Human Resources Director Scott Szczebak, Director of Senior Services Heather Munroe and Library Director Jamie Jurgensen.

Mr. Hussey read the script on remote meetings procedures.

The first item on the agenda was Ms. Munroe's request for a reclassification for the position of Assistant Director of Senior Services from Job Group 54 to Job Group 55. Ms. Munroe explained about the changes to the Council on Aging and the updates to the position and the job description. Mr. Szczebak discussed the title and where it fits in with the other positions. Ms. Munroe addressed questions about the new ServSafe requirements. Mr. Szczebak detailed the changes from his perspective and the process working with the Director and the COA Board. HR Board member Julie Moore joined the meeting at 7:28 PM. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the reclassification of Assistant Senior Services Director from Job Group 54 to Job Group 55.

The next item on the agenda was to classify two positions from the General Wage Schedule to the 40 Series. The two positions were Bus Driver in Job Group 42 and Volunteer Coordinator in Job Group 46. Mr. Szczebak provided an overview of the process of transitioning positions from the General Wage Schedule into the 40 Series as part of an ongoing project to make sure all positions are properly classified. Mr. Hussey asked about the differences in how each group receives increases. Ms. Munroe provided an overview of each position, their hours and the impact of the reclassification. Mr. Szczebak and Ms. Munroe answered several questions related to budget impact and if there were other similar positions in the Town. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the classification of Bus Driver to Job Group 42 and Volunteer Coordinator to Job Group 46.

The third item was a request from Jamie Jurgensen, Library Director to credit vacation time for two new hires for the Library. This request would make Cara Marsh and Carole Richards eligible for four weeks of vacation starting in 2024 and for them to begin their employment at the Library with three weeks. There was a discussion about the requirement for three and four weeks of vacation and how each candidates' prior experience applied to the total amount of creditable service. There were several questions on the candidates resumes and their time/experience. Member questioned if we could wait until 2024. There was a discussion on changing the request so that prior experience would be credited, and they would receive six years prior credit towards their service, which received favorable feedback. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the three weeks of vacation and six years prior credit towards their vacation balance.

The next item for discussion was a request for the position of Payroll Manager to be classified as Job Group 56 from Sheryl Strother, Finance Director. Mr. Szczebak discussed some of the proposed changes Ms. Strothers had for the Finance Department and shared an organizational chart for the department. There was a discussion about how the new classification fit with other job groups. Mr. Szczebak detailed a possible succession plan for the department and how the new position would fit within the plan. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the of Payroll manager to be classified as a Job Group 56.

The next item on the agenda was determining the FY 21 merit pay plan matrix. Mr. Szczebak provided an overview of the merit pay plan, how the matrix works and the three options he prepared for the HR Board. A lengthy discussion took place as to which option would be most equitable. Mr. Szczebak described each option, the first providing the most similar increase for all employees, the second would provide a larger increase for those higher in the range but a smaller increase for those lower in the range, and the third option would provide a larger increase for those lower in the range and a smaller increase for those higher in the range. The merits of each option were discussed. Several questions arose about the budget and the financial impact of changes to each option. After a lengthy discussion, the HR Board moved to adopt a revised Option 2 that increased the percentages for those lower in the range. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved a revised Option 2 for the FY 21 Merit Pay Plan Matrix.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the Ratification List.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the July 20, 2020 minutes as amended.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, adjourned the meeting at 9:09 PM.

Respectively submitted,

Alice Kokodis
Secretary

DOCUMENTS USED AT THE MEETING: agenda, Orders Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, 20, Mr. Szczebak's memo to the Board, Marsh resume, Richards resume, Payroll Manager job description, Assistant Director of Senior Services job descriptions, COA Bus Driver job description, Volunteer Coordinator job description, Ratification List, Recruitment Report, July 20, 2020 minutes.