HUMAN RESOURCES BOARD
May 15, 2020
7:00 PM

AGENDA
ONLINE REMOTE MEETING

1. Employment Actions
   a. Request for reclassification – Council on Aging
   b. Request for reclassification – Facilities Maintenance Department

2. Other Actions
   a. Discussion on changes to personnel policies and procedures (presentation, format)
   b. Vacation carry-over policy
   c. New business
   d. Approval of ratification list
   e. Approval of the minutes

REMOTE MEETING PROTOCOL
Residents can view the meeting live and will be telecast on Comcast channel 8 and Verizon channel 40 and streamed at https://www.wellesleymedia.org/live-streaming.html. Residents seeking to participate in Citizen Speak or any other agenda item should email sszczebak@wellesleyma.gov prior to the meeting and a number will be assigned for speakers.

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
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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.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

TOWN OF WELLESLEY MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

Town Hall
525 Washington Street
Wellesley, MA 02482

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

To: Human Resources Board

From: Scott Szczebak, Director

Date: May 15, 2020

Re: Meeting Information

Request for Reclassification – Council on Aging

Kathleen Vogel and the Council on Aging Board are requesting a reclassification for the position of Director of Senior Services. As you are aware, the Council on Aging has undergone many significant changes in the past year ranging from new staff to the current COVID-19 crisis. However, I believe these changes allowed the Council on Aging Board and Human Resources to better evaluate the personnel needs of the department moving forward. The first step in this evaluation is the revision of the Director of Senior Services job description and resulting changes to its classification.

Human Resources worked with the Council on Aging Board on the revised job description for several months and it resulted in a more comprehensive and accurate portrayal of the position. This is also the first revision of the job description since the Council on Aging moved into the new Tolles-Parson Center several years ago. With the transition to a new building that offers additional support and services, it should be expected that changes to the job description will occur.

This reclassification will change the job group from a 58 to a 60. I have also reviewed the proposed Hay evaluation and agree with Ms. Daebritz on the new job group.

Job Group 58

Minimum	Midpoint	Maximum
$65,410	$82,800	$100,190

Job Group 60

Minimum	Midpoint	Maximum
$74,750	$94,620	$114,490

July 1, 2020 compensation

Request for Reclassification – Facilities Maintenance Department

Continued discussion from Joe McDonough's request for a reclassification for the Design and Construction Manager from a Job Group 61 to a Job Group 62.

Job Group 61

Minimum	Midpoint	Maximum
$79,780	$101,310	$122,840

Job Group 62

Minimum	Midpoint	Maximum
$85,300	$108,310	$131,330

July 1, 2020 compensation

Vacation Policy

I am requesting guidance from the Human Resources Board on any possible changes to the current vacation carry-over policy. Currently, the Human Resources Board allows employees to carry-over up to two weeks with approval by the Human Resources Director. Human Resources does require a Department Head that requests to carry-over more than one week to submit a written explanation as to why the carry-over is necessary and how they plan to schedule the additional vacation time during the upcoming fiscal year. Additionally, we monitor employees who consistently request vacation carry-over and work with the Department Head to better schedule their department's vacation time.

The question is should the current limit of carrying over two weeks be modified.

The current personnel policy on vacation carry-over is as follows:

The Human Resources Board may grant vacation carry over into the next vacation year due to unusual circumstances upon recommendation of the Department Head or Appointing Authority. Any vacation days approved for carry over by the Human Resources Board shall expire if not used within the year into which they are carried.

Salaries shall not be paid in lieu of vacations except in extreme emergency and with the prior approval of the Human Resources Board. If a holiday falls within the vacation period of an employee, s/he shall be granted an additional day of vacation.

My recommendation would be to maintain the current two-week limit. Employees may use vacation time during the closure of municipal buildings since it is understood that their work has continued remotely. Traditional vacation destinations and activities have been suspended and it is unknown when they may be open again. Allowing more than two weeks carry-over in addition to the four or five weeks of vacation many employees receive in July would have an impact on staffing and maintaining services.

Personnel Policies

Please see the attached presentation by John for your comments and suggestions.

Additionally, I was asked to recommend possible format changes moving forward. I believe the easiest and most accessible format would be to use a simple list, without specific order or policy numbers. It would mirror the following communities:

http://www.newtonma.gov/gov/hr/policies/default.asp

https://www.natickma.gov/277/Human-Resources-Policies

https://www.amherstma.gov/648/Human-Resources-Human-Rights

https://www.needhamma.gov/336/Personnel-Policies

This will help us to update our policies without worrying about specific order or other recurring formatting problems.

OLD

TOWN OF WELLESLEY

Position Description

TITLE: Director of Senior Services (58) **DATE:** 10/29/2012

DEPARTMENT: Council on Aging **APPROVED:** /S. K. Lange/

HUMAN RESOURCES: /S. Adler/

ACCOUNTABILITY OBJECTIVES

The Director of Senior Services develops, recommends, directs, and administers comprehensive and effective programs, policies, and services which address the changing needs and improve the quality of life for the senior population in Wellesley. The incumbent coordinates with federal, state and local social service agencies regarding elder services and programs; directly supervises Departmental staff; represents the Council within the aging network; and maintains and improves the efficiency and effectiveness of all areas under his/her direction and control.

NATURE OF POSITION

The Council on Aging (COA) was established in 1972 under Article 33 of the Town of Wellesley Bylaws to develop, implement and direct programs and services designed to meet the needs of Wellesley residents age 60 and over.

Under the direction of the COA, the Director of Senior Services' primary responsibilities are to develop and carry out policies established in conjunction with the COA Board and to administer the ongoing funding, operations, programs and services of the Council. The incumbent's work requires knowledge of federal, state and local programs and services designed to meet the needs of the Town's seniors; frequent interaction with other agencies, Town/School employees, vendors and contractors, and the general public; superior interpersonal and communication skills; and attending evening and weekend meetings and events as needed.

DIMENSIONS

The COA's total FY 13 budget is approximately $303,000, which includes the personal services budget of approximately $169,000. In FY 12, the Massachusetts Executive Office of Elder Affairs' grant was approximately $33,900.00. The Council services approximately 2,900 senior citizens annually.

The incumbent directly supervises 2 full-time and 3 part-time employees. In FY 12, approximately 250 individuals volunteered with the COA. All volunteers are overseen by the Director of Senior Services.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Conducts needs assessments and creates programs to fill unmet needs. Administers ongoing COA programs including developing and implementing social, recreational and educational programs and materials for senior citizens and supervising the programming and operation all activities at the COA and other programming sites. Ensures that information appears in the bi-monthly newsletter, brochures and weekly newspaper column in a timely fashion and utilizes seminars and public speaking opportunities to provide information to the public.

2. Provides outreach, information and referral and consultation services to elders and their families regarding mental health services, care giving issues and social and health services available to them. Provides in-home visits to seniors as needed.

3. Selects, trains, supervises and evaluates Departmental staff. Directs and schedules staffing and office work load to ensure effective provision of programs and services. Schedules, plans and facilitate monthly staff meetings.

4. Prioritizes services and funding needs. Prepares and supports the annual operating budget, meeting with the Council, Selectmen and Advisory Committee in the budget process. Monitors the budget, prepares deposits and processes bills, and completes monthly expenditure reports for the Council.

5. Researches grant availability, prepares grant applications, and monitors and complies with grant guidelines. Writes and submits annual reports to the Massachusetts Executive Office of Elder Affairs and Town of Wellesley.

6. Consults and coordinates with other Town Departments and with local, regional and state organizations serving the elderly. Represents the Council on Aging with other Town Departments, Boards and Commissions and within federal and state aging networks.

7. Collaborates with organizations such as AARP, Salvation Army, SMOC (South Middlesex Opportunity Council) and SHINE (Serving Health Information Needs of Elders) to plan and provide ongoing and seasonal co-sponsored senior programs.

8. Schedules monthly meetings of the Council, prepares minutes and agenda, meets with committees and prepares resource materials as needed.

9. Reviews and submits on a monthly basis to the Board, a detailed statistical report of Council activities including information on program participation, transportation programs, outreach program, and volunteer programs.

10. Recruits and trains volunteers and oversees the volunteer program, involving volunteers in Council operations, programs and events whenever possible. Conduct CORI checks on all prospective volunteers.

11. Assists all Wellesley citizens with completing applications for state and federal benefit programs. Administers fuel assistance and public benefits programs. Develops annual request for proposals in regard to transportation services. Monitors service delivery and resolves complaints.

11. Keeps abreast of state and federal legislation and regulations affecting senior citizens by attending workshops, seminars and conferences to obtain up-to-date information on existing and new senior citizen programs, activities and services. Advises Board on such matters and recommends actions to the Council when appropriate.

14. Maintains resource listings of services available to seniors in the community.

15. Interfaces daily with senior citizens on the telephone, through email communications, and face-to-face.

17. Performs other related duties as required.

MINIMUM QUALIFICATIONS

* Bachelor's degree from an accredited institution and three to five years of experience working in a senior citizen's service agency or an equivalent combination.

* Evidence of continuing education in gerontology.

* Thorough knowledge of programs and services which directly affect senior citizens.

* Excellent oral and written communication skills and the ability to deal effectively with the general public.

* Ability to develop and monitor programs and services for people over 60.

* Ability to develop and monitor budgets.

* Ability to research and write grants

* Computer skills, including word processing, spread sheets and data bases.

* Ability to listen carefully and empathetically.

* Valid driver's license.

Preferred

* Licensed Social Worker

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer to include word processing, spread sheets and data bases; multi-line telephone; copy and fax machines; calculator; LCD projector, television and DVD player; and automobile.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to walk, sit and talk or hear. The incumbent is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

Majority of work is performed in a moderately noisy office work environment, with constant interruptions. Some work is performed outside the office during visits to clients' homes.

NEW

TOWN OF WELLESLEY

Position Description

TITLE: Director of Senior Services ~~(SS)~~ **DATE:**

DEPARTMENT: Council on Aging **APPROVED:**

HUMAN RESOURCES:

ACCOUNTABILITY OBJECTIVES

The Director of Senior Services develops, recommends, directs, and administers comprehensive and effective programs, policies, and services that address the changing needs and improve the quality of life for the older adult population in Wellesley. The incumbent coordinates with federal, state and local social service agencies regarding older adult services and programs; directly supervises Departmental staff; and represents the Council within the older adult network.

NATURE OF POSITION

The Director of Senior Services reports directly to the Council on Aging (COA) Board, through the Chair. The COA Board appoints and supervises this position, and annually evaluates the Director's performance in accordance with the Town Bylaws. The Director operates under the policy guidance of the COA Board and coordinates day-to-day operations in accordance with the Town of Wellesley policies and procedures.

The Director of Senior Services' primary responsibilities are to develop and implement policies and procedures established in conjunction with the COA Board and the Town of Wellesley Bylaws; to develop parameters used to evaluate the COA's current programs and activities and to recommend future programs and activities; to prepare and manage the COA's operating and capital budgets; and to administer the ongoing funding, operations, programs and services of the Council. The incumbent's work requires knowledge of federal, state and local programs and services designed to meet the needs of the Town's older adults; frequent interaction with other agencies, Town/School employees, vendors, contractors, and the general public; attendance at evening and weekend meetings and events; and superior interpersonal and communication skills.

The position demands a high level of proficiency in the areas of: relationship building, public relations, program development, financial management, communication, leadership, problem solving and organizational management. The success of the department depends on fostering positive working relationships with the COA staff, other Town departments and external partners. Interpersonal and team building skills are essential.

DIMENSIONS

The total FY 20 budget for the Council on Aging is approximately $450,000, which includes the personal services budget of approximately $390,000. The Executive Office of Elder Affairs' grant is approximately $65,000. The COA services approximately 3,000 Wellesley older adults annually.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Conducts needs assessments and makes recommendations to fulfill unmet needs. Develops, administers, and supervises the programming and operations of all COA activities. Ensures that information appears in the newsletters, brochures, weekly newspaper columns, and other social media outlets in a timely fashion. Utilizes seminars and public speaking opportunities to provide information to the public.

2. In coordination with the Health and Social Services Administrator, ensures the provision of outreach, information, referral and consultation services to older adults and their families involving mental health services, caregiving issues and social and health services.

3. Selects, trains, supervises, and evaluates Departmental staff. Directs and schedules staffing and office workload to ensure effective provision of programs and services. Schedules, plans and facilitates regular staff meetings. Assumes responsibility for administration and supervision of custodial staff. Performs mandatory performance reviews, annual performance evaluations and periodic reviews of all employees. Annually reviews departmental job descriptions and makes recommendations to the COA Board.

4. Develops the annual operating and capital budgets under the direction of the COA Board. Assists in the presentation of proposed budget to the COA Board, the Board of Selectmen, and Advisory Committee. Reviews and approves all departmental expenditures, departmental transfers, and personnel changes. Managers the budget and prepares budget related reports, as stipulated by the COA Board. Prioritizes services and funding needs.

5. Researches grant availability, prepares grant applications, and monitors, administers, and complies with grant guidelines. Explores options for other subsidies and funding that will support meeting older adults' needs. Manages, writes and submits annual reports to the EOEA and the Town of Wellesley, upon approval of the COA Board.

6. Consults and coordinates with other Town departments and with local, regional and state organizations serving older adults. Represents the COA to the broader community and with other Town departments, boards and commissions, and within federal and state aging networks.

7. Collaborates with municipal committees and departments, schools, congregations, and other community groups to strengthen support for our older adult citizens, to encourage community participation in the COA, and to promote older adults' engagement in community life. Coordinates Emergency Management activities with Police, Fire, and EMS to create and implement emergency plans for older adults. Collaborate with Wellesley EMS departments to create the older adult

emergency manual and database. Fulfills his/her responsibility as mandated reporter in any case involving older adult abuse, neglect, self-neglect, or financial exploitation.

8. Directs staff to work with outside organizations to develop co-sponsored older adult programs.

9. Generates, reviews, and submits statistical reports and documents to the Board, upon request.

10. Monitors service delivery and resolves complaints. Conducts periodic outreach to the older adult community in order to assist in the development of Department programs and services.

11. Recommends new and/or revised policies to the COA Board. Reviews and revises COA Operations Manual annually or as needed.

12. Remains current on all matters pertaining to state and federal legislation and regulations affecting older adults by attending workshops, seminars and conferences to obtain up-to-date information on existing and new older adult programs, activities and services. Actively participates in Massachusetts Councils on Aging (MCOA). Advises the COA Board on such matters and recommends actions when appropriate.

13. Works with COA Board to develop, implement, and evaluate strategic plan.

14. Responsible for all facility and grounds management. Collaborates with Facilities Management Department (FMD) and Department of Public Works (DPW).

14. Oversees the Health and Social Services Administrator's and Office Administrator's maintenance of resource directory of services available to older adults in the community.

16. Interacts daily with community residents and older adults on the telephone, through email communications, and face-to-face while creating a welcoming environment for all older adults.

17. Creates a warm, caring and welcoming environment at the Tolles-Parsons Center, and is accessible to staff and patrons.

18. Performs other management related duties and responsibilities as directed, required, or as the situation dictates.

MINIMUM QUALIFICATIONS

- Bachelor's degree in gerontology, social work, human services administration, or a closely related field; At least seven to ten years of experience in a management role. Any equivalent combination of education, training and knowledge which provides the requisite knowledge, skills and abilities to perform this position may be substituted.

- Experience in researching, applying for and administering grants related to older adult citizens.

- Knowledge of state and federal laws, administrative regulations pertaining to older adult citizens and community resources relating to benefits and other assistance for families and older adults.
- Proficiency in municipal budget preparation and financial procedures.
- Familiarity with technology for facility operations support.
- Excellent oral, written, and communication skills.
- The ability to interact effectively with the general public and provide excellent customer service.
- Organizational skills; strong attention to detail; and the ability to work collaboratively, meet deadlines, and prioritize workflow.
- Computer skills including word processing, databases, Microsoft Office Suite products, and municipal accounting software.
- The ability to listen carefully and empathetically.
- Strong organizational skills, time management skills, and attention to detail.
- Valid driver's license.

Preferred

- Experience operating MUNIS.
- Master's degree in gerontology, social work, human services administration or a closely related field.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer to include word processing, spreadsheets and databases; multi-line telephone; copy and fax machines; scanners, calculator; LCD projector, television and DVD player; and automobile.

PHYSICAL DEMANDS

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

move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

Majority of work is performed in a moderately noisy office work environment, with frequent interruptions.

OLD

TOWN OF WELLESLEY

Position Description

TITLE: Design and Construction Manager (61) **DATE:** 6/27/2017

DEPARTMENT: Facilities Maintenance **APPROVED:** /J. McDonough/

HUMAN RESOURCES:
/S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Design and Construction Manager (DCM) is responsible for all aspects of design, construction and project management in the Facilities Maintenance Department (FMD), including projects overseen by the Permanent Building Committee (PBC). The DCM supports the FMD's customers on all projects, including major capital construction projects, cash-capital projects and feasibility studies. The DCM performs highly responsible design and construction functions, complex and technical in nature, and manages the Design and Construction division of the FMD. The DCM's involvement begins during the capital planning and feasibility study phases and continues through the close-out, start-up and warranty phases after substantial completion is reached.

NATURE OF POSITION

Overseen by the Town's Executive Director of General Government Services, the FMD is responsible for the operations, custodian care, capital planning and design and construction of most municipal and all school buildings.

Reporting to the Director of Facilities, the DCM's primary responsibilities are to manage and lead all aspects of design and construction from feasibility stage to designer selection to close-out/warranty phase. The incumbent provides leadership and day-to-day support of the PBC and represents FMD customers on all construction projects. The DCM endeavors to limit the Town's risk management throughout design and construction phases by avoiding or resolving disputes as they arise.

The work requires outstanding interpersonal and communication skills, as there is frequent interaction with a variety of constituents, and to be expert in municipal planning, design, bidding and construction. The incumbent must obtain a thorough knowledge of Wellesley's organizational structure and be available to attend regularly scheduled night meetings.

DIMENSIONS

The total FY 18 operating budget for the FMD is approximately $ 7.5 million. The Department oversees the activities of 69 employees and 29 municipal and school buildings, totaling over 1.2 million square feet in area. The FY 18 cash-capital construction budget is $1.875 million. The PBC oversees the largest building construction projects in the Town, ranging in cost from $500,000 to over $100M, such as new schools. The DCM directly supervises three full-time employees as well as part- full-time construction clerks, and manages contracts for architects, Owner's Project Managers (OPM) and contractors on behalf of the PBC.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. PBC Support: As the FMD's designated support person for the PBC, provides day-to-day leadership, guidance and support of the PBC and manages all designers and Owner's Project Managers (OPM) engaged by the PBC. Serves as liaison with the PBC Chair and with PBC members assigned to projects. Manages the PBC's work outside of its meetings as it relates to feasibility studies, designer selection, design, construction and OPM services. Prepares executive updates and agendas for all PBC meetings.

2. Feasibility Studies: The DCM manages all aspects of feasibility studies including:
   a. Request for Qualifications (RFQ) and Designer Selection: Prepares RFQ and manages qualifications-based selection process per MGL Chapter 7.
   b. Scope Preparation: Advises FMD customers in preparing scope of services for a feasibility study to be performed by an architectural/engineering consultant.
   c. Agreement: Negotiates and finalizes contract between the Town and consultant for feasibility study. Manages the contract through the pre-design phase.
   d. Stakeholders: Identifies FMD customers and other key stakeholders and coordinates their participation in the study process.
   e. Familiarity and Access: Assists consultant in gaining access and developing familiarization with buildings, systems and staff.
   f. Meetings: Manages regularly scheduled project meetings.
   g. Project Costs: Reviews proposed total project cost estimates, including construction, design, contingency, fixture, furniture and equipment (FFE), moving and other related soft costs.
   h. Project Schedule: Reviews and approves proposed project schedule to ensure the Town's capital budget development and funding process is accurately represented.
   i. Reports: Reviews draft versions of all interim submissions and provides comments to consultant, incorporating FMD customer's and PBC comments as appropriate. Approves final version of feasibility study for issuance, including preferred concept and associated construction costs, for intended use as the basis of the scope of work for the final designer.
   j. Capital Project Recommendations: Develops a project schedule, preliminary scope of work, and associated budgetary construction cost estimate for possible consideration as a capital project.
   k. Board Presentations: Presents the capital recommendations to the PBC and other Town boards, including project scope, schedule, and budgetary construction cost estimate. Provides responses and additional information to Town boards as may be required to gain support of the project at Town Meeting.

3. Major Projects: Provides leadership and day-to-day support for the PBC and is its designated FMD support person for all matters. Performs liaison services between its customers and designated architects, engineers and OPMs assigned to major building projects, during design, construction and warranty/close-out phases of the project, including:
   a. Design Phase:
      i. Provides advice on design matters regarding proposed building systems and programming.
      ii. Standards: Recommends applicable building standards, such as the energy management system and security systems.
      iii. Stakeholders: Identifies key stakeholders and explains their role in the design process.
      iv. Familiarity and Access: Assists consultants in gaining access and developing familiarization with buildings, systems and staff.

v. Design Reviews: Performs detailed reviews of all submissions and provides written commentary with focus on constructability, adherence to state bid laws, maintenance, durability and compatibility with other Town building systems and ensures the design addresses the customer's goals and needs.
vi. Design Meetings: Leads regularly scheduled progress meetings with the consultant and provides direction on behalf of the PBC and provides recommendations to the customer.
vii. Energy Review: Engages the FMD's Operations Manager to review the design for energy efficiency opportunities.
viii. PBC Meetings: Attends all PBC meetings. Prepares executive summaries of all PBC business prior to each meeting, which includes: project issues (cost, schedule, budget, changes), items requiring board action (vote, signature or deliberation) and regular consent items. Prepares the agenda and minutes for each meeting. Provides FMD customers with regular project updates.
ix. Public Meetings: Attends other public meetings/forums as necessary.
x. Identify Maintenance and Operations Costs: Works with the consultant's engineers to estimate utility usage to be used in projecting annual operating costs.
xi. Project Costs and Schedule: Prepares independently or reviews submitted costs and schedules from designers or OPMs. Directs designers/OPMs to make adjustments as necessary.

b. Construction Phase:
i. Bidding: Manages all phases of the bidding process. Provides the PBC and customers with updates on bidding and contract award process.
ii. Progress Meetings: Attends regularly scheduled progress meetings and provides the PBC's and customer's input. Provides customer with copies of weekly progress meeting minutes and any other updates as necessary to understand status of construction and schedule.
iii. PBC Meetings: Attends all PBC meetings. Prepares executive summaries of all PBC business prior to each meeting, which includes: project issues (cost, schedule, budget, changes), items requiring board action (vote, signature or deliberation) and regular consent items. Prepares the agenda and minutes for each meeting.
iv. Submittals: Reviews final approved shop drawing submittals as appropriate.
v. Field Inspections: Performs independent quality assurance inspections and prepares reports as appropriate.
vi. Continuity of Operations: Ensures that the customer's operations and services are maintained during construction and works with the team to mitigate project impacts. Coordinates FMD staff as needed to provide access and technical support to the contractor.
vii. Commissioning Reports: Reviews and provides commentary and reports to the PBC.
viii. Punchlists: Reviews and provides input on punchlists. Ensures all outstanding items are properly closed-out.
ix. Start-up: Monitors startup operations, engaging FMD staff as appropriate.
x. Training: Implements training schedule for customer's staff and FMD staff.
xi. Move/Relocation: Coordinates with mover and customer any move, storage or relocation issues that may arise.
xii. FFE: Manages delivery and installation of fixtures, furniture and equipment with customer and FMD custodial staff.

Post-Construction Phase:

i. Commissioning Reports: Reviews final reports and confirms equipment is operating as intended.
ii. Operations and Maintenance (OM) Manuals: Verifies that manuals are complete and in the proper format, and then files accordingly.
iii. Attic/Surplus Stock: Ensures proper turn-over of additional stock.
iv. As-Built Drawings: Verifies that they are complete and accurate.
v. Warranty Service Calls and Punchlist: Manages all work during the one-year warranty period and engages FMD staff to assist in preparing a warranty punchlist of items to be corrected.

4. Designated Owner's Project Manager: Identified as the Town's designated OPM. Performs OPM services on certain projects and manages outsourced OPM services on behalf of the PBC. Hires additional staff as needed to act as agents for the DCM when OPM services are performed in-house.

5. Additional PBC Administrative Responsibilities:
   a. Collaborates with communication between all project participants and interested parties such as boards, neighbors and the general public. Responds to inquiries and disseminates information to boards, departments, architects, contractors, and the public regarding the status of the PBC projects.
   b. Strategized with Town Counsel and the Selectmen to implement permit decisions. Leads permit meetings with related departments, consultants and citizens and prepares final actions or plans with the project manager for the PBC's approval.
   c. Prepares financial, legal, and procedural information regarding new building projects for submission to the PBC for review and approval.
   d. Consults with and advises Financial Services, Selectmen, and Treasurer's Departments and the project managers to prepare project cost estimates, bond costs and the cost schedule as part of the five-year capital and debt planning process. Monitors the financial status of each project in conjunction with the Department of Financial Services to ensure there are sufficient funds and that the project remains within budget.
   e. Approves purchase requisitions/orders, invoices, and transfers, and prepares budget reports using the Town's current accounting software, MUNIS.
   f. Oversees submission of detailed building, site, utility, environmental and other required plans and designs to various Town boards/committees for review and approval.
   g. Administers signed contracts to ensure that the Town is properly invoiced for materials and services specified in the contract and that required documents specified in the contract are produced.
   h. Strategizes with the Executive Director and the Town's insurance agent, determines appropriate level of construction property insurance at the most reasonable cost. Resolves issues between the PBC, Town Counsel, the Town's insurance advisor, and the contractor in the event of a claim.
   i. Leads effort with the PBC's chair, OPM, proposing board and designer to prepare the PBC's Town Meeting presentation(s). Verifies the accuracy of charts and texts with the PBC, the Information Technology Department, and the Department of Financial Services.

6. Manages all aspects of assigned cash-capital projects from inception to completion, including preparation of scope of work bid documents to soliciting bids to contract/purchase order and through construction closeout. Signs and seals construction documents as necessary for building permits. Adheres to all state laws for procurement, including MGL Chapters 30 and 149. Verifies completed work is in accordance with the approved scope of work and approves

submitted invoices when appropriate. Schedules and coordinates work to minimize impact to building users, particularly in school buildings.

7. Directly supervises and performs annual performance appraisals on the two Project Managers and the Projects Assistant, seeking input from the PBC, building department heads, school principals and other FMD managers. Frequently meets with staff to provide informal feedback. Reviews status of assigned projects and non-project responsibilities to assist in tracking and evaluating the staff's performance. Takes action when needed to address employee performance problems, including the preparation of improvement plans and progressive disciplinary measures.

8. Meets with the Director regularly and provides reports on status of PBC support, all construction projects and other duties and responsibilities of the position.

9. Assists the Director in preparing the annual capital plan updates.

10. Works closely with FMD's Operations Manager and Custodial Service Manager to obtain their input on all aspects of FMD capital projects.

11. Performs such other tasks and assumes such other responsibilities as directed.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Architecture or Architectural Engineering or related field, seven to 10 years of related experience or an equivalent combination of education and experience.
- Valid Massachusetts architect's license.
- Demonstrated expertise in all aspects of Massachusetts public bid building projects, including planning, design, bidding, construction administration and project management.
- Demonstrated ability to prepare bid packages suitable for public construction, including minor design documents as necessary.
- Demonstrated ability to work independently. Excellent interpersonal, verbal and written communication, listening, time management/organizational skills, and the ability to prioritize workflow, deadlines and deliverables.
- Demonstrated ability to work effectively with board members, department heads and other senior staff in conceptualizing and developing capital maintenance projects, including navigating the Town's complex project approval processes.
- Financial management capability including adherence to established budgets.
- Computer skills, including word processing and spreadsheets. Willingness and ability to be trained on all building systems including specialized software programs.
- Thorough knowledge of all environmental health and safety and other regulatory requirements.
- Valid driver's license and own vehicle.

Preferred

- Massachusetts Certified Public Purchasing Official (MCPPO) certification for Design and Construction Contracting.
- Ability to prepare AutoCad drawings.
- Expertise in construction scheduling software (MS Project).

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database and specialized software; motor vehicle; telephone; calculator; copying, scanning and fax machines; temperature measuring and calibration devices; and small tools.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent performs routine office work, but is often required to access all areas of buildings and grounds, including mechanical/boiler rooms, roofs, ceilings, and under floor areas. The incumbent is frequently required to stand; walk; climb ladders; 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 occasionally works near moving mechanical parts or in outside weather. The incumbent is occasionally exposed to wet and/or humid conditions, fumes, and chemical materials and to all conditions expected to be encountered as necessary to survey and inspect all interior and exterior areas of buildings and surrounding sites.

The noise level in the work environment is usually quiet to moderate, but may occasionally be very loud, requiring hearing protection.

NEW

03.27.2020

TOWN OF WELLESLEY

Position Description

TITLE:	Design and Construction Manager ()	**DATE:**	
DEPARTMENT:	Facilities Management	**APPROVED:** /J. McDonough/	
		HUMAN RESOURCES: /S. Szczebak/	

ACCOUNTABILITY OBJECTIVES

The Design and Construction Manager (DCM) is responsible for all aspects of design, construction and project management in the Facilities Management Department (FMD), including projects overseen by the Permanent Building Committee (PBC). The incumbent's involvement begins during the capital planning and feasibility study phases and continues through the close-out, start-up and warranty phases after substantial completion is reached. The DCM supports the FMD's customers (a/k/a project proponents) on all projects, including major capital construction projects, cash-capital projects and feasibility studies. The DCM performs highly responsible design and construction functions, complex and technical in nature, and manages the Design and Construction division of the FMD. The incumbent provides critical and strategic guidance to senior Town officials, board members and project proponents throughout the Town's public comprehensive approval process. The incumbent also provides strategic input to the FMD Director when preparing the annual capital plan and updating the long-range capital plan.

NATURE OF POSITION

Overseen by the Town's Executive Director of General Government Services, the FMD is responsible for the operations, custodial care, capital planning and design and construction of most municipal and all school buildings.

Reporting to the Director of Facilities, the DCM's primary responsibilities are to manage and lead all aspects of design and construction from feasibility stage to designer selection to close-out/warranty phase. The incumbent provides leadership and day-to-day support of the PBC and represents FMD project proponents on all construction projects. The DCM endeavors to limit the Town's risk management throughout the planning, design and construction phases by avoiding or resolving disputes as they arise, and by using thoughtful project approaches that avoid negative outcomes.

The work requires outstanding interpersonal and communication skills, as there is frequent interaction with a variety of constituents; expertise in municipal planning, design, bidding and construction; and executive level skill set to guide projects to successful outcomes.. The incumbent must obtain a thorough knowledge of Wellesley's organizational structure and be available to attend regularly scheduled night meetings.

DIMENSIONS

The total FY 21 operating budget for the FMD is approximately $8.3 million. The Department oversees the activities of 73 employees and 29 municipal and school buildings, totaling over 1.2 million square feet in area. The FY 21 cash-capital construction budget is $2 million. The PBC oversees the largest building construction projects in the Town, ranging in cost from $500,000 to over $100M, such as new schools. The PBC backlog of work through FY26 exceeds $200M. The DCM directly supervises four full-time employees as well as part- full-time construction clerks, and manages contracts for architects, Owner's Project Managers (OPM) and contractors on behalf of the PBC.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. PBC Support: As the FMD's designated support person for the PBC, provides day-to-day leadership, guidance and support of the PBC and manages all designers and Owner's Project Managers (OPM) engaged by the PBC. Serves as liaison with the PBC Chair and with PBC members assigned to projects. Manages the PBC's work outside of its meetings as it relates to development of standards/policies, feasibility studies, designer selection, design, construction and OPM services. Prepares executive updates and agendas for all PBC meetings.

2. Feasibility Studies: The DCM manages all aspects of feasibility studies including:
   a. Request for Qualifications (RFQ) and Designer Selection: Prepares RFQ and manages qualifications-based selection process per MGL Chapter 7.
   b. Scope Preparation: Advises FMD customers in preparing scope of services for a feasibility study to be performed by an architectural/engineering consultant.
   c. Agreement: Negotiates and finalizes contract between the Town and consultant for feasibility study. Manages the contract through the pre-design phase.
   d. Stakeholders: Identifies FMD customers and other key stakeholders and coordinates their participation in the study process.
   e. Familiarity and Access: Assists consultant in gaining access and developing familiarization with buildings, systems and staff.
   f. Meetings: Manages regularly scheduled project meetings.
   g. Project Costs: Reviews proposed total project cost estimates, including construction, design, contingency, fixture, furniture and equipment (FFE), moving and other related soft costs.
   h. Project Schedule: Reviews and approves proposed project schedule to ensure the Town's capital budget development and funding process is accurately represented.
   i. Reports: Reviews draft versions of all interim submissions and provides comments to consultant, incorporating FMD customer's and PBC comments as appropriate. Approves final version of feasibility study for issuance, including preferred concept and associated construction costs, for intended use as the basis of the scope of work for the final designer.
   j. Capital Project Recommendations: Develops a project schedule, preliminary scope of work, and associated budgetary construction cost estimate for possible consideration as a capital project.
   k. Board Presentations: Presents the capital recommendations to the PBC and other Town boards, including project scope, schedule, and budgetary construction cost estimate. Provides responses and additional information to Town boards as may be required to gain support of the project at Town Meeting.

3. Major Projects: Strategically identifies opportunities to manage/reduce the Town's construction costs and risk through critical design review, scope modification/reduction, adjustments of work schedules, etc. Identifies and assesses the most advantageous approaches to project design procurement and construction phases to ensure that projects are delivered in a timely and cost-efficient manner and that they meet the Town's objectives and resource conservation guidelines. Provides leadership and day-to-day support for the PBC and is its designated FMD support person for all matters. Performs

liaison services between its customers and designated architects, engineers and OPMs assigned to major building projects, during design, construction and warranty/close-out phases of the project, including:

a. Design Phase:
   i. Provides advice on design matters regarding proposed building systems and programming.
   ii. Standards: Recommends applicable building standards, such as the energy management system and security systems.
   iii. Stakeholders: Identifies key stakeholders and explains their role in the design process.
   iv. Familiarity and Access: Assists consultants in gaining access and developing familiarization with buildings, systems and staff.
   v. Design Reviews: Performs detailed reviews of all submissions and provides written commentary with focus on constructability, adherence to state bid laws, maintenance, durability and compatibility with other Town building systems and ensures the design addresses the customer's goals and needs.
   vi. Design Meetings: Leads regularly scheduled progress meetings with the consultant and provides direction on behalf of the PBC and provides recommendations to the customer.
   vii. Energy Review: Engages the FMD's Operations Manager to review the design for energy efficiency opportunities.
   viii. PBC Meetings: Attends all PBC meetings. Prepares executive summaries of all PBC business prior to each meeting, which includes: project issues (cost, schedule, budget, changes), items requiring board action (vote, signature or deliberation) and regular consent items. Prepares the agenda and minutes for each meeting. Provides FMD customers with regular project updates.
   ix. Public Meetings: Attends other public meetings/forums as necessary.
   x. Identify Maintenance and Operations Costs: Works with the consultant's engineers to estimate utility usage to be used in projecting annual operating costs.
   xi. Project Costs and Schedule: Prepares independently or reviews submitted costs and schedules from designers or OPMs. Directs designers/OPMs to make adjustments as necessary.

b. Construction Phase:
   i. Bidding: Manages all phases of the bidding process. Provides the PBC and customers with updates on bidding and contract award process.
   ii. Progress Meetings: Attends regularly scheduled progress meetings and provides the PBC's and customer's input. Provides customer with copies of weekly progress meeting minutes and any other updates as necessary to understand status of construction and schedule.
   iii. PBC Meetings: Attends all PBC meetings. Prepares executive summaries of all PBC business prior to each meeting, which includes: project issues (cost, schedule, budget, changes), items requiring board action (vote, signature or deliberation) and regular consent items. Prepares the agenda and minutes for each meeting.
   iv. Submittals: Reviews final approved shop drawing submittals as appropriate.
   v. Field Inspections: Performs independent quality assurance inspections and prepares reports as appropriate.
   vi. Continuity of Operations: Ensures that the customer's operations and services are maintained during construction and works with the team to mitigate project impacts.

Coordinates FMD staff as needed to provide access and technical support to the contractor.

vii. Commissioning Reports: Reviews and provides commentary and reports to the PBC.
viii. Punchlists: Reviews and provides input on punchlists. Ensures all outstanding items are properly closed-out.
ix. Start-up: Monitors startup operations, engaging FMD staff as appropriate.
x. Training: Implements training schedule for customer's staff and FMD staff.
xi. Move/Relocation: Coordinates with mover and customer any move, storage or relocation issues that may arise.
xii. FFE: Manages delivery and installation of fixtures, furniture and equipment with customer and FMD custodial staff.

Post-Construction Phase:

i. Commissioning Reports: Reviews final reports and confirms equipment is operating as intended.
ii. Operations and Maintenance (OM) Manuals: Verifies that manuals are complete and in the proper format, and then files accordingly.
iii. Attic/Surplus Stock: Ensures proper turn-over of additional stock.
iv. As-Built Drawings: Verifies that they are complete and accurate.
v. Warranty Service Calls and Punchlist: Manages all work during the one-year warranty period and engages FMD staff to assist in preparing a warranty punchlist of items to be corrected.

4. Designated Owner's Project Manager: Identified as the Town's designated OPM. Performs OPM services on certain projects and manages outsourced OPM services on behalf of the PBC. Hires additional staff as needed to act as agents for the DCM when OPM services are performed in-house. Manages all aspects of Construction Manager at Risk (MGL Chapter 149A) selection when this procurement approach is chosen by PBC.

5. Additional PBC Administrative Responsibilities:
   a. Collaborates with communication between all project participants and interested parties such as boards, neighbors and the general public. Responds to inquiries and disseminates information to boards, departments, architects, contractors, and the public regarding the status of the PBC projects.
   b. Strategizes with Town Counsel and the Selectmen to implement permit decisions. Leads permit meetings with related departments, consultants and citizens and prepares final actions or plans with the project manager for the PBC's approval.
   c. Prepares financial, legal, and procedural information regarding new building projects for submission to the PBC for review and approval.
   d. Consults with and advises Financial Services, Selectmen, and Treasurer's Departments and the project managers to prepare project cost estimates, bond costs and the cost schedule as part of the five-year capital and debt planning process. Monitors the financial status of each project in conjunction with the Department of Financial Services to ensure there are sufficient funds and that the project remains within budget.
   e. Approves purchase requisitions/orders, invoices, and transfers, and prepares budget reports using the Town's current accounting software, MUNIS.
   f. Oversees submission of detailed building, site, utility, environmental and other required plans and designs to various Town boards/committees for review and approval.
   g. Administers signed contracts to ensure that the Town is properly invoiced for materials and services specified in the contract and that required documents specified in the contract are produced.

h. Strategizes with the Executive Director and the Town's insurance agent, determines appropriate level of construction property insurance at the most reasonable cost. Resolves issues between the PBC, Town Counsel, the Town's insurance advisor, and the contractor in the event of a claim.
i. Leads effort with the PBC's chair, OPM, proposing board and designer to prepare the PBC's Town Meeting presentation(s). Verifies the accuracy of charts and texts with the PBC, the Information Technology Department, and the Department of Financial Services.

6. Manages all aspects of assigned cash-capital projects from inception to completion, including preparation of scope of work bid documents to soliciting bids to contract/purchase order and through construction closeout. Signs and seals construction documents as necessary for building permits. Adheres to all state laws for procurement, including MGL Chapters 30 and 149. Verifies completed work is in accordance with the approved scope of work and approves submitted invoices when appropriate. Schedules and coordinates work to minimize impact to building users, particularly in school buildings.

7. Directly supervises and performs annual performance appraisals on the three Project Managers and the Projects Assistant, seeking input from the PBC, building department heads, school principals and other FMD managers. Frequently meets with staff to provide informal feedback. Reviews status of assigned projects and non-project responsibilities to assist in tracking and evaluating the staff's performance. Takes action when needed to address employee performance problems, including the preparation of improvement plans and progressive disciplinary measures.

8. Meets with the Director regularly and provides reports on status of PBC support, all construction projects and other duties and responsibilities of the position.

9. Provides strategic input and support to the FMD Director during the preparation of the annual capital plan and updating the long-range (10-year) capital plan for all Town buildings.

10. In the FMD Director's absence, provides financial oversight to Finance Director's and Treasurer's offices on Town projects and has designated signing authority to release funds to vendors including contractors and design professionals.

11. Works closely with FMD's Operations Manager and Custodial Service Manager to obtain their input on all aspects of FMD capital projects.

12. Performs such other tasks and assumes such other responsibilities as directed.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Architecture or Architectural Engineering or related field, seven to 10 years of related experience or an equivalent combination of education and experience.

- Valid Massachusetts architect's license.

- Demonstrated expertise in all aspects of Massachusetts public bid building projects, including planning, design, bidding, construction administration and project management.

- Demonstrated ability to prepare bid packages suitable for public construction, including minor design documents as necessary.

- Demonstrated ability to work independently. Excellent interpersonal, verbal and written communication, listening, time management/organizational skills, and the ability to prioritize workflow, deadlines and deliverables.

- Demonstrated ability to work effectively with board members, department heads and other senior staff in conceptualizing and developing capital maintenance projects, including navigating the Town's complex project approval processes.

- Financial management capability including adherence to established budgets.

- Computer skills, including word processing and spreadsheets. Willingness and ability to be trained on all building systems including specialized software programs.

- Thorough knowledge of all environmental health and safety and other regulatory requirements.

- Valid driver's license and own vehicle.

Preferred

- Massachusetts Certified Public Purchasing Official (MCPPO) certification for Design and Construction Contracting.

- Ability to prepare AutoCad drawings.

- Expertise in construction scheduling software (MS Project).

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database and specialized software; motor vehicle; telephone; calculator; copying, scanning and fax machines; temperature measuring and calibration devices; and small tools.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent performs routine office work, but is often required to access all areas of buildings and grounds, including mechanical/boiler rooms, roofs, ceilings, and under floor areas. The incumbent is frequently required to stand; walk; climb ladders; 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 occasionally works near moving mechanical parts or in outside weather. The incumbent is occasionally exposed to wet and/or humid conditions, fumes, and chemical materials and to all conditions expected to be encountered as necessary to survey and inspect all interior and exterior areas of buildings and surrounding sites.

The noise level in the work environment is usually quiet to moderate, but may occasionally be very loud, requiring hearing protection.

HUMAN RESOURCES
RECRUITMENT REPORT
APRIL 10, 2020

Number of openings on February 5, 2020	33 (3 on hold)
Number of positions filled:	18
Number of new openings:	19
Number of openings on April 10, 2020	34 (5 on hold)

Req. Date	Dept.	Position Title	Status	Source
2/27/2019	FMD	Custodian (OC)	Withdrawn	
4/10/2019	COA	Activities Assistant < 20 hours	Enid Stepner DOH = 3/16/2020	Indeed.com
4/19/2019	DPW	Medium Equipment Operator	Reviewing applications	
5/28/2019	PLAN	Senior Planner	On hold	
5/31/2019	POL	Parking Meter Attendant	On hold	
7/29/2019	FMD	On-call Custodian (2)	Withdrawn	
8/8/2019	COA	Director of Senior Services	Reviewing applications	
9/10/2019	FIRE	Firefighters (4)	Reviewing applications	
9/19/2019	HLTH	Community Social Worker <20	On hold	
10/9/2019	LIB	Circulation Assistants	Carrie Atkins DOH = 2/20/2020	Town employee
10/21/2019	DPW	Truck Driver A/Laborer (2)	Reviewing applications	
10/3/2019	DPW	Permit Verifier/Trash Collector	Reviewing applications	
11/15/2019	LIB	Library Assistant < 20 hours	Sadie Thompson	Internal
11/19/2019	DPW	Staff Engineer	Interviewing	
12/19/2019	COA	Dept. Assistant < 20 hours ((2)	Roslyn Comenitz DOH = 3/5/2020; Sarah Paglione DOH = 3/16/2020	Indeed.com; Town employee
12/23/2019	NRC	Secretary	Reviewing applications	
1/7/2020	POL	Administrative/Accounting Assistant	Checking references	
1/3/2020	IT	Desktop Administrator	Reviewing applicatiions	
1/3/2020	IT	Applications Administrator	Reviewing applictions	
1/8/2020	POL	Dispatchers (2)	Checking references	

HUMAN RESOURCES
RECRUITMENT REPORT
APRIL 10, 2020

1/8/2020	DPW	Medium Equipment Operator	Reviewing applications	
1/13/2020	FMD	Custodian	Union posting	
12/17/2019	BLDG	Plumbing/Gas Inspector (OC) (2)	Mitchel Shair DOH = 3/17/2020; William Rayner DOH = 3/25/2020	Town web site; Town employee
12/11/2019	FMD	Custodian	Jorge LaBoy DOH = 2/19/2020	Indeed.com
1/17/2020	DPW	Fleet Maintenance Mechanic	Reviewing applications	
1/28/2020	DPW	General Foreman	Timothy Bania	Internal
1/31/2020	DPW	Office Assistant	Reviewing applications	
2/5/2020	DPW	Groundskeeping Foreman	Withdrawn	
2/13/2020	FMD	Custodian	Union posting	
2/21/2020	DPW	Permit Verifier/Laborer	Owen Johansen	Internal
2/21/2020	DPW	Groundskeeper (2)	Daniel Smith	Internal
3/2/2020	DPW	Primary Water Treatment Plant Operator	Christopher Litchfield	Internal
3/4/2020	REC	Deputy Recreation Director	Chad Norton	Intenal
2/28/2020	DPW	Heavy Equipment Operator	Devin Saunders	Internal
3/4/2020	LIB	Librarian (2)	On hold	
3/9/2020; 3/11/2020	FMD	Custodian (Temp) (4)	Interviewing	
3/5/2020	DPW	Park Maintenance Worker	Union posting	
3/24/2020	REC	Associate Director Recreation	Reviewing applications	
3/24/2020	REC	Program Coordinator	To be advertised	

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: , 2019

To: Human Resources Director

Re: Ratification List

Since February 11, 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
D2002009 FMD	Christian Cadigan	STEP	Custodian	FA15-2 FA15-3	20.40 21.32	1/3/2020
D2002010 POL	Derek Harris	STEP	Police Officer	P10-2 P10-3	1054.52 1116049	2/4/2020
D2002011 DPW	Dana Leavitt	STEP	Fleet Maintenance Mechanic	18-4 18-6	27.48 30.26	1/29/2020
D2002012 FMD	Edson Fernandes	STEP	Custodian	FA15-2 FA15-3	20.40 21.32	2/19/2020
D2003013 FIRE	Andrew Beckford	STEP	Firefighter	F10-1 F10-2	1029.34 1089.93	3/29/2020
D2003014 FIRE	Alexander DeLorie	STEP	Firefighter	F10-1 F10-2	1029.34 1089.93	3/29/2020
D2003015 FIRE	Todd Grabau	STEP	Firefighter	F10-1 F10-2	1029.34 1089.93	3/29/2020
D2003016 FIRE	John Ryder	STEP	Firefighter	F10-1 F10-2	1029.34 1089.93	3/29/2020

D2003017 DPW	Owen Johansen	TRANSFER	Permit Verifier/Trash Collector Permit Verifier/Laborer	13-1 11-4	18.32 20.06	2/26/2020
D2003018 DPW	Timothy Bania	PROMO	Groundskeeping Foreman General Foreman	18-6 S54-5	30.26 34.01	3/4/2020
D2003019 POL	Domenic Scopa	STEP	Dispatcher	F47-1 G47-2	22.642 23.659	3/20/2020
D2003020 DPW	Michael Balboni	STEP	Medium Equipment Operator	15-3 15-4	22.54 23.67	3/20/2020
D2003021 POL	Glen Misho	STEP	Police Officer	P10-1 P10-2	1022.88 1054.52	3/25/2020
D2003022 POL	Bianca Nalon	STEP	Dispatcher	G47-2 G47-3	23.659 24.846	3/24/2020
D2004023 POL	Michelle Pinkham	STEP	Dispatcher	G47-1 G47-2	22.642 23.659	3/29/2020
D2004024 DPW	Christopher Litchfield	PROMO	Secondary Water Treatment Plant Operator Primary Water Treatment Plant Operator	16-6 18-5	27.37 28.80	4/1/2020
D2004025 DPW	Devin Saunders	PROMO	Medium Equipment Operator Heavy Equipment Operator	15-4 16-4	23.67 24.86	4/1/2020
D2004026 DPW	Daniel Smith	PROMO	Medium Equipment Operator Groundskeeper	15-5 16-5	24.87 26.05	4/1/2020
D2004027 DPW	Peter Burke	SLX	Foreman A/Parks Construction	20-6	32.89	30.5 days
D2004028 FIRE	Christopher Blessing	STEP	Firefighter	F10-2 F10-3	1089.93 1150.35	4/25/2020
D2004029 FIRE	Christopher Lindsey	STEP	Firefighter	F10-2 F10-3	1089.93 1150.35	4/25/2020
D2004030 FIRE	Pablo Castillo	STEP	Firefighter	F10-2 F10-3	1089.93 1150.35	4/25/2020
D2004031 REC	Chad Norton	PROMO	Associate Recreation Director Deputy Recreation Director	55 57	1259.81 1449.62	3/27/2020
D2004032 DPW	Michael Balboni	PROMO	Medium Equipment Operator Groundskeeper	15-4 16-5	23.67 26.05	4/8/2020

D2004033 DPW	Brian Zabchuk	STEP	Foreman A/ Automotive Mechanic	20-5 20-6	31.40 32.89	3/21/2020
D2004034 FMD	Beverly Yee	STEP	Office Assistant	47-4 47-5	26.61 27.78	1/1/2020
D2004035 LIB	Deborah O'Connor Doyle	STEP	Office Administrator	48-2 48-3	25.39 26.52	3/26/2020
D2004036 COA	Andria DeSimone	STEP	Office Administrator	49-3 49-4	27.63 28.88	3/24/2020
D2004037 REC	Jennifer Lawlor	PROMO	Program Coordinator Associate Director	53 55	948.86 1267.12	4/9/2020
D2004038 DPW	Mark Patenaude	TEMP PROMO	Park Construction Foreman Foreman A/Park Construction	18-6 20-6	30.26 32.89	3/18/2020
D2005039 DPW	Joseph Clinton	STEP	Heavy Equipment Operator	16-4 16-5	24.86 26.05	4/16/2020
D2005040 FIRE	Dana Gerrans	STEP	Lieutenant	F30-3 F30-4	1323.02 1392.64	3/20/2020

HUMAN RESOURCES BOARD

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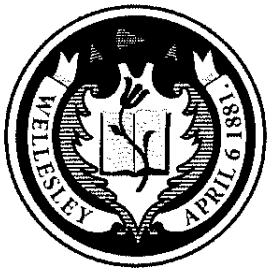
CC: Sheryl Strother, Finance Director

Human Resources Board

Human Resource Policies



Motion 1

That the Town vote to revise the Town of Wellesley Personnel Policy, by modifying (1) the Equal Employment Opportunity policy, (2) the Policy Against Discrimination, Harassment, and Retaliation, (3) the Family Medical Leave policy, and (4) the Military Leave policy, and adding (1) a Parental Leave policy, (2) a Pregnancy and Lactation Accommodation policy, and (3) a Disability Accommodation policy, which changes are reflected in the Town of Wellesley Personnel Policy Updates document, on file with the Town Clerk.

HR Board History and Practice

- Policies have been established in our Personnel Guidebook and Municipal Policies and Procedures Handbook
- Additional material developed to meet federal and state statutory requirements

Policy Issues

- Federal and state statutory requirements change frequently and Town policies have not always been updated in a timely manner to comply with regulations
- Town Policies are sometimes defined in multiple documents with occasional inconsistencies
- Some policies include additional ~~are described in~~ levels of detail which are more appropriately described in Town or Department Procedures

Objectives

- Integrated and comprehensive Human Resource policies
  - Consistent level of detail
- Minimize risk and ensure Legal compliance ~~requires~~ with updated policies
- Update and integrate consistent Town policies

Equal Employment Opportunity

- Include Expanded set of protected categories based on statutory requirements
- Provide information on Expanded coverage that applies to all aspects of employment

Suggestion – for each of these 'new' policies, perhaps we consistently indicate for each (at a high level) what additional information needs to be included in order to be in compliance? I took a stab at some suggestions…

Policy Against Discrimination, Harassment and Retaliation

- Include revisions to Policy which expandsed definition of harassment beyond sexual harassment to include any type of harassment (based on legally-protected categories, such as race, and age, and gender) as well as information regarding discrimination and retaliation

Family Medical and Leave Act (FMLA)

- Include updates to ensure compliance, such as:
  - Updated ~~Current policy has an incomplete~~ descriptions ~~of~~ for types of leave that qualify for FMLA
  - Information and processes regarding required documentation ~~Current policy does not specify required documentation~~
- Separate FMLA policy ~~Current policy combines FMLA leave with~~ from other Leaves of Absence

Parental Leave

- No previous policy
- Include policy to ensure compliance

Pregnancy and Lactation Accommodation

- Previously MCAD guidance document provided to employees

Military Leave

- Include more specific conditions required in order to apply for Leave
- Provide Clear ~~policy on~~ re-employment information to ensure compliance

Disability Accommodation

- No previous policy
- Include policy to ensure compliance

HUMAN RESOURCES BOARD
February 11, 2020

The meeting was called to order by Chairman John Hussey at 7:05 PM in the Human Resources conference room on the second floor of the Wellesley Town Hall. Present were Board members Pamela Cozza, Alice Kokodis, Julie Moore and Linda Thomas. Also present were Human Resources Director Scott Szczebak and Senior Human Resources Generalist Cheryl Daebritz.

The first topic for discussion was the adoption of a Citizen Speak policy. The Board used the Board of Selectmen's (BOS) Citizen Speak policy as its model. Board members made several changes to the language and grammar of the proposed policy, after which a motion was made and seconded to adopt the policy. The Board voted unanimously to adopt the policy as amended.

The next topic for discussion was the BOS' request to change all references of the terms "Board of Selectmen" and "Selectmen" to "Select Board" in the Town's Classification and Salary Plan, Article 31.7 of the Town's Bylaw. Following a brief discussion and upon a motion duly made, the Board voted unanimously to approve the request.

The next item for discussion was Information Technology Director Brian DuPont's request to change the job title of Database Administrator to Applications Administrator. Mr. DuPont requested this change as the incumbent's major responsibility will be to focus on the applications that Town employees use on a daily basis and not on designing the databases that "run behind" the applications. Following a brief discussion and upon a motion duly made and seconded, the Board voted unanimously to approve the title change to Applications Administrator, effective immediately.

The next agenda item was Inspector of Buildings Michael Grant's request to adjust Inspector of Wires Michael Sweeny's salary from $66,445 (SIR = 105.9%) to $70,000 (SIR = 111.6%). Mr. Grant made this request as Mr. Sweeney's current salary is below that of the Town's comparable communities and is below that of a newly hired Plumbing and Gas Inspector. The Building Department has money in its budget to fund this adjustment. Following a brief discussion and upon a motion duly made and seconded, the Board voted unanimously to approve Mr. Grant's request, effective immediately.

The next item for discussion was Facilities Management Department (FMD) Director Joseph McDonough's request to reclassify the position of Design and Construction Manager from Job Group 61 to Job Group 62. Executive Director Meghan Jop, Permanent Building Committee member Thomas Goemaat, and Mr. McDonough attended this part of the meeting. Mr. McDonough stated that funding for the reclassification was built into the FMD's FY 21 budget and had the support of the BOS and of the Advisory Committee. Mr. McDonough reviewed his December 6, 2019 request to place the reclassification on the Board's December 16, 2019 meeting agenda and a second document chronicling his requests and research regarding the reclassification of the position. Board members and Mr. McDonough entered into a lengthy discussion on topics

such as the importance of the incumbent's expertise to the success of the Town's building and construction projects, salaries and experience of the current incumbents in other municipalities, similarities of this position to that of the Town Engineer, and what was of more importance to Mr. McDonough, the job group or the salary. Mr. Hussey suggested that the current job description be reviewed along with that of the Town Engineer, while keeping in mind internal equity issues. Ms. Jop, Mr. Goemaat and Mr. McDonough thanked the Board and left the meeting.

Ms. Moore and Ms. Daebritz left the meeting.

The final item on the agenda was a discussion on the proposed changes to the Town's personnel policies. On a motion made and seconded, the HR Board approved moving forward with the proposed personnel policies on Equal Employment Opportunity, Policy Against Discrimination, Harassment and Retaliation, FMLA, Parental Leave, Pregnancy and Lactation Accommodation, Military Leave, and ADA.

Upon a motion duly made and seconded, the Ratification List was approve.

Upon a motion duly made and seconded, the minutes of December 16, 2019 were approved.

Upon a motion duly made and seconded, the meeting adjourned at 9:30 PM.

Respectively submitted,

Alice Kokodis
Secretary

DOCUMENTS USED AT THE MEETING: agenda, Mr. Szczebak's memo to the Board, Miyares and Harrington memo regarding change to Article 31.7, Mr. Grant's request for salary adjustment, Inspector of Wires job description, Mr. DuPont's request for title change, Mr. McDonough's December 6, 2019 and February 4, 2020 documents, Design and Construction Manager job description, Citizen Speak policy, drafts of proposed personnel policies for Annual Town Meeting, Recruitment Report, Ratification List, and December 16, 2019 minutes.