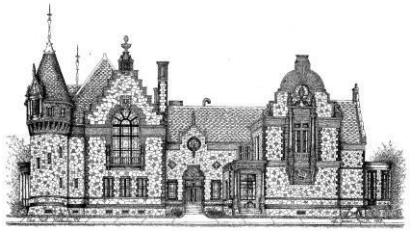


HUMAN RESOURCES BOARD
June 25, 2020
7:00 PM

REVISED AGENDA
ONLINE REMOTE MEETING

1. Employment Actions
    a. Request to hire above the midpoint – Council on Aging
    b. Request for reclassification – Facilities Maintenance Department
    c. Request for performance award – Financial Services
    d. Request for performance awards – Selectmen's Office (NEW)

2. Other Actions
    a. Performance review update
    b. New business
    c. Approval of ratification list
    d. Approval of the minutes

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

The public may access the meeting remotely by using a computer or telephone and following the instructions below:

HR Office is inviting you to a scheduled Zoom meeting.

Topic: HR Board Meeting 6/25/2020
Time: June 25, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/83846609600?pwd=dVRKdFdVbmN0bDIvTGM2dVlKVDJlZz09

Meeting ID: 838 4660 9600
Password: 912933
One tap mobile
+13126266799,,83846609600#,,,,0#,,912933# US (Chicago)
+16465588656,,83846609600#,,,,0#,,912933# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 838 4660 9600
Password: 912933
Find your local number: https://us02web.zoom.us/u/keJD0jRKrv

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

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

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

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

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

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

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

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

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

PRÆNTED ON RECYCLED PAPER

Now THEREFORE, 1 hereby order the following:

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

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

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

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

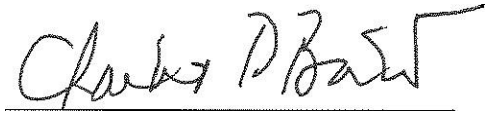
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, 20(d) and in 940 CMR 29.10(4)(b), is hereby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

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

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

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

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



CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

TOWN OF WELLESLEY MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

Town Hall
525 Washington Street
Wellesley, MA 02482

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

To: Human Resources Board

From: Scott Szczebak, Director

Date: June 25, 2020

Re: Meeting Information

Request to hire above the midpoint – Council on Aging

Kathleen Vogel and the Council on Aging Board are requesting to hire Heather Munroe above the midpoint at 103% SIR for the position of Director of Senior Services. After an exhaustive search process, it was determined that Ms. Munroe was the most qualified candidate for the position. Ms. Munroe brings with her almost 9 months of experience working with the Wellesley Council on Aging as well as a career of working as Town Administrator in multiple communities. The starting salary would be $97,458 with 4 weeks of vacation on July 1st.

Job Group 60

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

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

Request for Recognition Award

Please see the attached requests for recognition awards from Sheryl Strother, Finance Director and Meghan Jop, Executive Director.

Additionally, please see the attached policy outlining the eligibility for the award.

HEATHER MUNROE

[redacted]

PROFESSIONAL SUMMARY

Educated professional in municipal government with 8+ years of combined experience in towns and cities as a Town Administrator, an Assistant City Clerk, and a Staff Consultant. Reputable professional with a proven track record in collaborative leadership and community engagement.

PROFESSIONAL EXPERIENCE

INTERIM TOWN ADMINISTRATOR, Feb 2020-Present
Town of Barre| Barre, MA

- **COVID-19 Crisis Management** – Worked closely with Emergency Management Team to coordinate meetings, share information, provide consistent updates, and keep the Board of Selectmen apprised. Managed constituent relations and public information during the crisis. Collaborated with community partners to keep the Team updated and connect all possible resources to meet and enhance constituent needs.
- **Collaboration**- Responsible for working under the guidance and direction of the Board of Selectmen to bring on board all departments for a unified purpose of keeping employees safe and providing a high-level of constituent services.
- **Daily Operations** – Responsible for handling day-to-day Town operations with direction and guidance from the Board of Selectmen.

COA STAFF CONSULTANT, Oct 2019-Present
Town of Wellesley| Wellesley, MA

- **Operations Analysis** – Tasked with reviewing and analyzing all operations and processes of the COA. Worked with staff to identify areas of concern and collaborate on remedies. Documented operations and processes for reference and use of current and future staff.
- **Policies** - Responsible for reviewing current policies, working closely with Town Counsel and staff to ensure policies follow Town Bylaws and State laws, and drafting and recommending comprehensive policies to the Director and COA board.
- **Procedures**- Responsible for reviewing current procedures and processes, analyzing existing practices, working with staff and the board to write and recommend procedures and changes to current practices.
- **Transportation**- Responsible for overseeing the COA's transportation system and working with the current transportation team, the COA board, the Director, and MWRTA to reconfigure the current operations and practices.

VOLUNTEER ATTORNEY, Aug 2019-Oct 2019
Worcester Court Service Center| Worcester, MA

- **Customer Service**- Responsible for greeting customers and managing triage of pro-se litigants' legal issues.
- **Legal Guidance**- Responsible for meeting with walk-in pro-se litigants and assisting with issue spotting and completion of legal forms and providing instructions for procedural steps.

TOWN ADMINISTRATOR, Nov 2016-Aug 2019
Town of Ashburnham| Ashburnham, MA

- **Collective Bargaining**- Experience negotiating four separate union contracts, handling grievances, creating MOUs, and going through mediation.
- **Chief Procurement Officer**- Trained in procurement relative to goods and services and construction. Worked with committees and consultants to create bidding documents from financial

software, gutter replacements, to installations of HVAC systems.

- **Human Resources** – Responsible to oversee and manage Town's HR systems, advertise and interview personnel, write job descriptions, manage the wage and classification chart, and administer and oversee Town personnel policies and the Town's Personnel Bylaws.
- **Communication-** Started quarterly Community Engagement meetings to work with Town Officials, volunteers, and community organizations to collaborate and share resources to improve community services, provide for the needs of the community, and to foster relationships.
- **Financial Management-** Worked under the State's Community Compact Cabinet program to procure and implement Questica budget software to update the Town's $17 million dollar budget from excel to a manageable and trackable software program.

TOWN ADMINISTRATOR, Mar 2014-Nov 2016
Town of Southampton| Southampton, MA

- **Budgeting-** Worked closely with Division of Local Services (DOR) to implement changes to Budget process. Prepared Annual Budget through collaboration with finance team.
- **Collective Bargaining-**Worked with Department Heads, Elected Officials, Finance Departments, and representatives of three unions to negotiate 3-year contracts.
- **Communication-** Started monthly department head meetings and monthly representative committee meetings to foster communication and sharing of resources and information.
- **Financial Management-** Worked with Finance Department to reinstate Bond rating in 2014. Implemented Free Cash policy which was utilized by Special Town Meeting in January 2015 to build reserve funds. Formed Finance Team.
- **Procurement-**Created and launched Town's first Purchase Order system.
- **Website-** Researched and redesigned new word press website with volunteer, maintaining costs below $500/annually.

CITY CLERK (ACTING CITY CLERK/ASSISTANT CITY CLERK/LICENSE CLERK), Jul 2011-Feb 2014
City of Haverhill| Haverhill, MA

- **Agendas-**Worked with IT department to digitalize agenda and provide all documents as attachments available to public electronically.
- **Elections-** Restructured training session for 120+ poll workers into split sessions and by content. Revamped distributions of materials to maximize efficiency of preparations for each election over the 21 various locations in the City. Redesigned absentee ballot application processing within the office to minimize handling over the course of a calendar year.
- **Licenses-** Created excel workbook and word mail merge license capabilities to expedite process.
- **Vitals-**Created and formatted writable PDF's for all vital documents to limit the amount of time required for creation of each document and to expedite corrections to previously hand-typed documents.

VOLUNTEERING/PRO BONO WORK, Aug 2010-Jun 2011

AMERICORPS VOLUNTEER IMMIGRATION ATTORNEY, Aug 2009-Jul 2010
International Institute of Lowell| Lowell, MA

- **Casework-** Handled full case-load of family-based immigration cases. Established and ran walk-in clinic.
- **Office Management-** Provided office support for off-site directors. Handled day-to-day operations of office.
- **Staff Coordination-** Created volunteer opportunities, recruited for openings, and managed all volunteers. Established, managed, and staffed donation room.

ADDITIONAL EXPERIENCE & VOLUNTEER WORK

BOARD OF DIRECTORS, 2020-Present

HEATHER MUNROE
[redacted]

THRIVE | Marlborough, MA

PRO BONO ATTORNEY, 2019- Present
Community Legal Aide | MA

TECHNOLOGY COMMITTEE CHAIR, 2019-Present
Massachusetts Municipal Human Resource Association | MA

TREASURER, 2016-Present
Massachusetts Municipal Human Resource Association | MA

VICE CHAIR, 2018-Present
Small Town Administrators of Massachusetts | MA

PROGRAM COMMITTEE MEMBER, 2017-Present
Small Town Administrators of Massachusetts | MA

BOARD OF DIRECTORS, 2016-Present
Massachusetts Municipal Human Resource Association | MA

CLERK, 2018-Present
Lovewell Pond Sportsman Club Association | Hubbardston, MA

PRO BONO IMMIGRATION ATTORNEY (IMMIGRATION LEGAL ASSISTANCE PROGRAM), 2015-Present
Ascentria Care Alliance | Worcester, MA

PROGRAMMING COMMITTEE MEMBER (MASS MUNICIPAL MANAGER'S ASSOCIATION), 2017-2018
MMMA | MA

BOARD OF DIRECTOR MEMBER, 2016
Neighbors Helping Neighbors |South Hadley, MA

GIRL SCOUT FACILITATOR, 2013-2014
Girl Scouts of Eastern Mass| MA

GIRL SCOUT VOLUNTEER (SERVICE UNIT COORDINATOR/LEADER/FACILITATOR), 2002-2014
Girl Scouts of Eastern Mass| Haverhill, MA

BOARD OF DIRECTOR MEMBER (CLERK/HGG COORDINATOR), Jun 2010-Feb 2014
Winnekenni Foundation, Inc.| Haverhill, MA

BOARD OF DIRECTOR MEMBER, Jun 2009-Dec 2013
Haverhill's Brightside, Inc.| Haverhill, MA

MENTOR, Mar 2011-May 2013
Haverhill Youth Mentoring Network| Haverhill, MA

DIRECT CARE YOUTH WORKER, Mar 2008-Dec 2008
N.F.I. Massachusetts, Inc| Amesbury, MA

JUDICIAL INTERN, Jan 2008-May 2008
Superior Court| Worcester, MA

JUVENILE LAW CLINIC, Jan 2008-May 2008

[redacted]

Lowell Juvenile Court| Lowell, MA

EDUCATION

J.D., Jan 2006-Dec 2008
Massachusetts School of Law| Andover, MA

B.A., ***Political Science & Justice Studies***, Aug 2002-Dec 2005
University of New Hampshire| Durham, NH

CAREER HIGHLIGHTS

PRESENTER, Oct 2019
The Breakdown: HR Niche Explained | MMHR Labor Relations Training

PRESENTER, Jan 2019
Boosting Engagement in Municipal Boards and Committees | MMA Annual Conference

PRESENTER, Nov 2018
Consultant Outsourcing | STAM Quarterly Meeting

PRESENTER, Sep 2018
Flying Solo: Top Tips for Succeeding as a Department of One | STAM Quarterly Meeting

SMALL TOWN ADMINISTRATORS MASSACHUSETTS CERTIFICATION, Jun 2018
STAM | STAM Annual Meeting

LICENSE TO PRACTICE LAW, May 2009
Massachusetts Board of Bar Overseers | MA

CERTIFICATIONS/AWARDS

- Associate MCPPO in Goods & Supplies (2016-2019)
- Girl Scout Gold Award Recipient (2002)
- Leadership Pioneer Valley, Participant Class of 2016
- MCAD Train the Trainer (2018)
- MEMA Trained (ICS-100, ICS-200, ICS-700, NIMS)
- Notary Public

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.

TOWN OF WELLESLEY PERSONNEL BOARD'S

RECOGNITION PROGRAM FOR PROFESSIONAL STAFF

I. PURPOSE

To establish a recognition program for exempt "50 Series" employees below the level of Department Head whose positions are contained in the Town's Merit Pay Plan.

II. POLICY

To provide an opportunity for Merit Pay Plan employees below the level of Department Head to receive a recognition award from the Town based on a quantifiable contribution to a project of significant impact which is beyond the scope of the duties outlined in their position description.

III. APPLICATION

This program applies to permanent, full time, Merit Pay Plan employees below the level of Department Head who have completed at least one year of continuous service.

IV. PROCEDURE

The Recognition Program shall be administered by the Personnel Board in a fair and impartial manner. The Personnel Board shall determine which nominees will receive awards in each fiscal year as well as the maximum amount of each award, in accordance with the following procedures and subject to funding. All determinations of the Personnel Board shall be final.

1) Department Heads may nominate no more than two employees in a fiscal year for a recognition award with the approval of their Board or Committee. Such nomination must be made in writing to the Personnel Board no later than May 15th for an award in the current fiscal year. Supporting documentation, as described below, must be submitted with each nomination.

2) Employees nominated for an award under this program must have contributed such an excessive amount of time, effort, and dedication to the Town on a project of significant impact that the Department Head will be able to quantitatively justify the nomination in writing to the Personnel Board. In addition, the nominated employee's performance rating and the project outcome must be of high caliber in order to support the nomination.

3) Any employee who is granted an award under this Plan will not be eligible to be nominated for an award in the subsequent year.

4) Recognition award payments will be no greater than two weeks pay at the nominated employee's rate of pay. Any award will be a lump sum award that will not impact base pay or benefits.

5) Awards granted to an employee whose department is subject to enterprise funds will have all recognition awards paid by such department's funds. Departments without enterprise funds will receive awards from the appropriate line item within the Human Resources Department budget. All awards are subject to funding.

6) The total number of awards approved by the Personnel Board will be limited by the amount of funding available for this program but shall not exceed 10% of all covered Merit Pay Plan employees in any year.

V. ENFORCEMENT

It is incumbent upon Department Heads to support the integrity of the Town Recognition Program by submitting nominations in a fair and impartial manner based on the criteria delineated above. The Human Resources Department will provide advice and assistance to Department Heads in the nomination submission process. The Personnel Board shall be responsible for the administration of this program and granting of recognition awards. All determinations of the Personnel Board shall be final.

APPROVED BY:

PERSONNEL BOARD
Issued 5/97

TOWN OF WELLESLEY MASSACHUSETTS

OFFICE OF FINANCIAL SERVICES

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

SHERYL STROTHER
FINANCE DIRECTOR/TOWN ACCOUNTANT

FACSIMILE: (781) 239-1043
TELEPHONE: (781) 431-1019 EXT. 2214
e-mail sstrother@wellesleyma.gov

To: Human Resources Board
Cc: Meghan C. Jop

From: Sheryl Strother
Re: Rachel Lopes

6/15/2020

Dear Human Resources Board:

I would like to recognize Rachel Lopes with two weeks' salary ($3,500) for her outstanding contributions during the COVID 19 emergency.

With the retirement of Jane Gates last summer, Rachel has become even more involved in managing the system processing side of the Town's various payrolls (over $100 million annually, over 1,200 employees) and the annual updates to an extremely complicated system of employee benefit offerings. She has begun learning specific details of the Treasurer-Collector's position in anticipation of his upcoming retirement, and has provided significant accounting support to Council on Aging staff during their management transition.

Finance has continued to work at full speed during the pandemic; ensuring that employees have continued to be paid timely, reconciliations and financial controls remain in place, and vendor payments didn't lag. Although the department has been short- staffed since the resignation of the Accounts Payable Accounting Specialist in April, Rachel has reassigned responsibilities and provided additional training to ensure that this important work is done timely. Rachel has worked many extra hours since March.

I hope you will allow me to recognize the important contributions that Rachel continues to make to Town of Wellesley Finance operations.

Sheryl

TOWN OF WELLESLEY

Position Description

TITLE:	Assistant Finance Director (58)	**DATE:** 11/13/2013
DEPARTMENT:	Financial Services	**APPROVED:** /S. Strother/
DIVISION:	Board of Selectmen	**HUMAN RESOURCES:** /S. Adler/

ACCOUNTABILITY OBJECTIVES

The Assistant Finance Director assists the Finance Director in planning, directing, controlling and reporting the Town's financial, budgeting, auditing, and accounting functions and operations. The incumbent also serves as back-up for other transaction processing responsibilities such as the Town-wide payroll and accounts payable.

NATURE OF POSITION

The Finance Director reports to the Executive Director of General Government Services, and is the Chief Financial Officer/Accountant of the Town. The Finance Director manages the Financial Services Department, the Treasurer/Collector, and is the Ex Officio member of the Retirement Board. Responsibilities include managing the financial reporting, budgeting and planning, accounting, accounts payable, payroll, auditing, financial controls, treasury, debt, and collection activities of the Town.

Reporting to the Finance Director, the Assistant Finance Director's primary responsibilities are to perform a wide range of general accounting, reporting, and transaction processing duties in conformance with applicable provisions of the Massachusetts General Laws (MGL) and UMAS. The work requires thorough knowledge of Town government and municipal finance and accounting practices. The incumbent exercises independent judgment and performs the duties of the Finance Director in his/her absence.

DIMENSIONS

The Town's General Fund operating budget for FY 14 is $135 million. In addition, the Municipal Light Plant, Water and Sewer Enterprise funds, Community Preservation Fund, and School Grant funds have annual expenditures in excess of $50 million. The Financial Services Department disburses over $150 million annually, and the Treasurer/Collector's office collects a similar amount of receipts. The Town maintains 23 general ledger funds.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Assists the Finance Director in planning, directing, coordinating and controlling all financial and accounting functions for the Town; in maintaining all Town accounting records; and in preparing financial statements including statements and reports required by the Government Accounting Standards Board (GASB) and the Mass. Department of Revenue including, but not limited to, the Comprehensive Annual Financial Report (CAFR), Schedule A, and the Tax Recap.

2. Analyzes and reconciles (or supervises the process) general ledger accounts monthly, including cash, accounts receivable, withholdings, etc. Prepares and records correcting journal entries and works with other departments to correct and prevent errors.

3. Inputs and verifies Town's financial appropriations, expenditures, cash receipts, transfers, balance sheets and other financial reports.

4. Directly supervises Payroll and Accounts Payable clerks (Accountant B) and prepares annual performance appraisals. Approves input of payroll data and accounts payable data and inputs payroll and accounts payable in the absence of the Accountant B. Directly responsible for timely and accurate weekly Payroll and Accounts Payable warrants.

5. Trains new incumbents in the position of Accountant B in payroll and/or accounts payable functions and develops materials for the Accountant B to use in training staff from other departments. Ensures that other departments' financial staff is properly trained.

6. Monitors departments' financial transactions for compliance with the MGL and budgets appropriated by Town Meeting, rules and regulations. Advises department heads of potential problem areas.

7. Maintains the fixed asset accounting system for buildings, equipment and infrastructure assets as required by law.

8. Prepares various required financial reports. Analyzes data to ensure compliance with established accounting policies, procedures, laws and regulations.

9. Prepares and provides financial data, history, analysis and/or calculations to the Finance Director, Executive Director and department heads as requested. Prepares charts, graphs, and presentations for Town Meeting, Selectmen meetings, or other meetings as requested.

10. Develops and documents Finance Department policies and procedures (SOPs) and assists the Finance Director in establishing Town-wide financial controls. Develops materials and trains departmental staff, department heads, and their staff. Conducts follow-up compliance testing.

11. Sets up general ledger accounts in conformance with the existing account structure, approves and posts purchase orders, signs checks, balances and validates the general ledger system, posts various receipts, and issues miscellaneous bills.

12. Performs the duties of Finance Director/Town Accountant in his/her absence. May assist the Treasurer, Assistant Treasurer, or Retirement Administrator and is expected to be acquainted with actuarial calculations for OPEB and pensions, and the various reporting requirements of these offices. Must be familiar with debt schedules and may be asked to participate in rating agency calls.

13. May attend night and or early morning meetings at the request of the Finance Director, including Town Meetings, Board of Selectmen, Advisory, and Audit Committee meetings. Must represent the Town to the highest professional standards

14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

* Bachelor's Degree in Finance or Accounting or related field.

* Six to ten years of professional accounting experience, including at least two years in a municipal environment.

* Thorough knowledge of UMAS fund accounting system. Must obtain certification within two years of accepting position.

* Understanding of applicable Massachusetts municipal laws and regulations.

* Proficiency in the use of common office software programs, i.e., word processing, spreadsheets, databases, and presentation software.

* Excellent communication skills.

Preferred:

* Master's degree.

* MUNIS proficiency.

* Supervisory experience.

* UMAS certification.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, databases and presentation software; 10-key calculator; telephone; and copy and fax machines.

PHYSICAL DEMANDS

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

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

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

TOWN OF WELLESLEY MASSACHUSETTS

BOARD OF SELECTMEN

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

MARJORIE R. FREIMAN, CHAIR
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MEGHAN C. JOP
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

To: Human Resources Board
From: Meghan C. Jop
Date: June 23, 2020
RE: Employee Recognition Awards

I am recommending the Selectmen's Office Staff receive Employee Recognition Awards for their outstanding service during the COVID-19 response. I am recommending one to two weeks' salary for all, but would encourage the Human Resources Board to grant a variance to the recognition awards in particular to Stephanie Hawkinson. The Executive Director's office has sufficient funds to cover these costs within the FY20 personal services budget.

Amy Frigulietti – Assistant Executive Director ($2500)

Amy began with the Town in February and after 3 weeks on the job assumed a leadership role in the COVID-19 Response. Amy has worked countless hours, often exceeding 50 hours a week, in addition to attendance at meetings, including weekends to stay abreast of the evolving legislation, Governor's briefings, and Department of Public Health Briefings. Amy has been a lead member of the Advisory Committee for the newly formed Covid-19 Relief Fund for Wellesley and has been critical in the back to business campaign to retain the local businesses. Amy has been an integral player in the revised election, remote town meeting, guidance to employees, Town control plan and response by the Selectmen's office. Her policy analysis has assisted the Board of Selectmen and the Town with reaching out to the legislative delegation to shape the Governance Legislation, and in particular the Remote Town Meeting legislation.

Stephanie Hawkinson – Project and Communications Manager ($4100)

I recognize the HR Board's award program is the grant of two weeks' salary, however Stephanie's contribution to the Town with regards to communications and collaboration has been the cornerstone of the Town's COVID-19 response. Since early March Stephanie has generated daily news briefings to keep the community, the public, and Town Departments coordinated and apprised of the Town and School Departments response to COVID-19. She has on average worked 50 hours a week to get the job done. Stephanie worked to integrate information on the website though the creation of the Covid-Hub, prepared countless websites with ever evolving information, and assisted the Town's response to various constituencies as well as community and media channels. Stephanie activated the Town's social media platforms, and has been a critical player in promoting the COVID-19 Relief Fund and the Remote Town Meeting preparation. Throughout the COVID-19 Response board and committee members, department heads, Town Meeting Members, and residents at large have complimented the Town on its effective communication, at a time when everyday presented challenges. Stephanie during this period has

evolved into the Town's Public Information Officer, and in FY21 I intend to work to rewrite her job description to reflect the role she has assumed.

Cathryn "Cay" Meagher – Executive Assistant ($2400)

Since the onset of COVID-19 and the Shelter in Place Advisory Cay has been working with the restaurants to promote curbside pickup, alternative hours, and has administered ever evolving alcohol regulations from the ABCC and Governor. Cay has also worked with Health, the Merchants, Building Department, Fire Department, and Police Department to assist with creating new guidelines and permitting for outdoor dining. She has been working with individual business owners to formulate safe and effective outdoor seating plans to compliment the takeout food delivery. Cay has been a team player in assisting any department in need of service including the Town Clerk's office on mailings and the Town Election while maintaining her regular duties. Additionally, as special assignments arise such as notifying landscapers in Town on COVID-19 safety protocols Cay would jump on the case to identify unregistered companies of the protocols.

TOWN OF WELLESLEY

Position Description

TITLE: Executive Assistant to the Executive Director of General Government Services (53)

DEPARTMENT: Selectmen

DATE: 6/15/2017

APPROVED: /B. Robinson/

HUMAN RESOURCES:
/S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Executive Assistant performs a variety of administrative and secretarial tasks to support the Executive Director of General Government Services (Executive Director) and to ensure the smooth and efficient operation of his/her office. The incumbent also provides secretarial services to members of the Board of Selectmen (BOS).

NATURE OF POSITION

The Office of General Government Services is responsible for carrying out the directions and policies of the BOS and those they appoint, and all financial activities of the Town. The BOS oversees the Town's public safety, financial, facilities, and computer operations.

Reporting to the Executive Director, the Executive Assistant's primary responsibility is the administrative management of the Executive Director's Office that requires developing and refining office routines and independently carrying out assignments to completion. The incumbent informs the Executive Director of matters requiring his/her attention, foresees the Executive Director's requirements for action on matters and acts accordingly, and anticipates and accomplishes office tasks with a minimum of supervision. Directions are received in the form of general outlines with detailed instructions provided only in unprecedented situations. The incumbent also interacts with the public, safeguards confidential materials and information, and exercises independent judgment.

The work requires thorough technical knowledge of Town's policies, practices and procedures and extensive written and oral communications between the Executive Director's office and the Selectmen, other departments and boards, agencies, vendors, contractors, and the general public.

DIMENSIONS

The combined FY 18 operating budget for the departments under the jurisdiction of the Board of Selectmen is $59 million.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Serves in an administrative capacity as follows:

   a. Serves as liaison and general information coordinator between the Executive Director's office and the Selectmen, other Town departments and Boards, agencies, residents, general public, contractors, visitors and others. Exchanges information with callers and/or other Town employees, answers questions and addresses complaints. Coordinates responses to citizen inquiries and complaints, which may involve departments not under the jurisdiction of the BOS.

   b. Manages the Executive Director's files and records, and develops new filing systems as required.

   c. Prepares notices of BOS meetings, agendas and activities for the press. Coordinates Friday Night Mail and otherwise gathers material for presentations at BOS meetings.

   d. Attends and prepares minutes of BOS meetings, files any material used at the meetings pursuant to Open Meeting Law requirements, and follows up on any information requested at the meetings.

   e. Coordinates all licenses and permits under the jurisdiction of the BOS as the "Local Licensing Authority"; is knowledgeable of the rules and regulations for permits and licenses' and provides assistance and information to citizens, Town officials and employees. Reviews applications; coordinates the renewal process; schedules hearings and presents findings and recommendations to the BOS and appropriate state agencies; and ensures state and municipal laws and regulations are adhered to.

   f. Coordinates utility company petitions for the location of conduit and utility poles within the Town right of way, schedules hearings for new installations, notifies abutters, and processes approvals after a vote of the Selectmen.

   g. Maintains the database of Town board/committee members appointed by the BOS. Posts openings, receives applications, distributes applications to appropriate board/committee, schedules interviews, and provides the database to the Town Clerk. Maintains a current department/board directory.

   h. Compiles contract documents, after award by the BOS, and ensures that all Town requirements have been met, including adequate insurance, performance bonds, payment bonds, tax certifications, etc.

   i. Refers time-sensitive issues to the appropriate department head or other staff member in the absence of the Executive Director; facilitates and monitors work delegated by the Executive Director on his/her behalf.

   j. Observes and appraises the efficient operation of the Executive Director's office and confers with the Executive Director as to potential opportunities for improvement.

k. Recommends purchase of office equipment and supplies necessary to provide for the smooth operation of the Executive Director's office, and coordinates their purchase.

l. Approves office expense bills for payment and monitors Department budget allocations. Enters expenses into the Town's financial system, and processes the Department's weekly payroll.

m. Compiles data, as directed, in preparation of special or periodic reports, such as the annual report, special committee reports, legal cases, etc.

n. Researches Massachusetts statutes, laws, and special acts which relate to the Town.

l. Gathers material for presentations to be made by the Executive Director and members of the BOS, and assists in the drafting of such presentations.

2. Performs in an executive secretarial capacity as follows:

a. Prepares letters, reports, notes and Board minutes, including executive sessions.

b. Reads incoming mail, attaches appropriate data from files and routes it to appropriate office/personnel.

c. Handles confidential correspondence regarding legal, contractual, personnel or collective bargaining matters.

d. Composes routine replies for Executive Director's review and signature.

e. Organizes incoming and outgoing correspondence for inclusion in the Friday Night Mail for the BOS and senior staff members.

f. Schedules and/or suggests appointments for the Executive Director and ensures the Executive Director is aware of appointments, meetings and deadlines.

g. Receives, screens, and places telephone calls for the Executive Director.

h. Arranges and makes preparations for meetings of the Board and department heads.

i. Maintains "to do" file.

3. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent.
- Five to seven years of experience as an executive secretary, or its equivalent.

- The ability to do accurate and detailed work.
- Ability to work independently with minimal supervision.
- Excellent time management/organizational skills and the ability to prioritize workflow to meet deadlines.
- Excellent oral and written communication skills.
- Excellent interpersonal skills to deal effectively and tactfully with the public, co-workers, other employees, officials, and other agencies.
- Ability to maintain highly confidential information.
- Ability to maintain detailed budget accounts, financial records and clerical records
- Computer literacy Microsoft Office (Word, Excel, PowerPoint, and Publisher).
- Knowledge of the rules and regulations for permits and licenses.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT

Personal computer, including word processing, presentation, and spreadsheet software; 10-key calculator; telephone; and copying, scanning and fax machines.

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

TOWN OF WELLESLEY

Position Description

TITLE:	Project and Communications Manager (56)	**DATE:** 4/3/2018
DEPARTMENT:	Selectmen	**APPROVED:** /B. Robinson/
		HUMAN RESOURCES: /S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Project and Communications Manager performs a variety of professional and responsible work to organize and manage the Town's strategic communications efforts. The incumbent guides and manages the implementation of the Town's Unified Plan.

NATURE OF POSITION

The Office of General Government Services is responsible for carrying out the directions and policies of the BOS and those they appoint, and all financial activities of the Town. The BOS oversees the Town's public safety, financial, facilities, and computer operations and encourages and facilitates close communication and cooperation among all boards, officials and the public.

Reporting to the Executive Director, the Project and Communications Manager's primary responsibility is to provide public information, Town-wide news, event announcements, and operational program materials of general community interest. The work requires conceptualizing, developing, and implementing media and advertising campaigns, marketing programs, and various special projects that positively represent the Town's operations, departments, and businesses. The incumbent's focus is on the conveyance of public information and the successful representation of Town interests via social media and traditional news outlets. The incumbent acts as a catalyst to increase the public's knowledge of Town business via written and printed word.

The Project and Communications Manager maintains and improves the efficiency and effectiveness of all areas under his/her direction and control. Thorough knowledge of Town operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or procedures, are required. The incumbent handles a significant amount of details, each varying from the other in substance and content, requiring a flexible approach to the workload.

The Unified Plan reflects Town, board, and department priorities as represented in 18 months of committee and public gatherings, surveys and other input. Responsibility for many of these priorities would naturally reside with certain Town departments, but others are new and the incumbent will work collaboratively with boards and departments to determine or develop project proponents, create plans, and implement action items. The Plan priorities will be assessed and integrated with other strategic initiatives of the Town and guided by Town-wide financial planning.

DIMENSIONS

The total FY 18 operating budget for the departments under the BOS' jurisdiction is $59 million.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Provides information and communications to citizens in cooperation with various Town departments to deliver high-quality customer service. Creates and distributes various Town reports to include the Executive Director's reports, employee newsletters, and other as assigned. Ensures all Town outreach and information are conveyed in a consistent and professional manner.

2. Conveys information and provides education and awareness to citizens and business stakeholders regarding Town initiatives and efforts by creating and distributing press releases, public service announcements, advertisements, brochures and flyers, and other forms of communication. In cooperation with local, regional, and state departments or associations, prepares and publishes advertising campaigns to promote the Town.

3. Proactively seeks information concerning the Town activities and operations that should be communicated to the public. Attends events such as various staff meetings, public meetings, events, celebrations, and press conferences to gather, communicate, and promote information relevant to the Town. Prepares and presents appropriate communication materials for public audience.

4. Participates in interviews with media representatives to publicize various program events or other information as assigned.

5. Develops and executes public relations activities, special events, and other informational campaigns for Town departments as assigned. Serves as a resource and clearing house to departments in coordinating public outreach efforts related to project planning and implementation as needed.

6. Manages, edits, promotes, and maintains content of the Town's official social media and outreach accounts. Ensures current and pertinent information is available to citizens and responds to citizens' questions and comments when applicable. Monitors the Town's social media postings to ensure compliance with established guidelines and uniformity in messaging.

7. Assists in ensuring that time-sensitive and/or emergency information is conveyed to residents as needed by updating the Town's web site and/or social media accounts and responding to events both inside and outside of regular business hours.

8. Promotes citizen participation through marketing efforts using a variety of mediums. Increases knowledge of Town business through partnerships and world-wide media outlets. Promotes the use of video through the Town's public access and/or other cable mediums.

9. Serves as the point of contact and webmaster for the Town's web site and sub-sites. Organizes training sessions and provides functional oversight to Town administrative staff regarding the creation and posting of content to the Town's web sites.

10. Serves as administrator for the Town's self-help and interactive web based applications. Collects submission data and responds to submissions where applicable.

11. Establishes a process for boards and departments to review Unified Plans and Goals on a regular basis. Provides training to such groups on the Town's mission and goals, and publishes this information on behalf of the Town. Works collaboratively with boards and departments to determine or develop project proponents, create plans, and implement action items as needed. Provides project management, coordination and monitoring/reporting to the Executive Director and Town boards and departments.

12. Develops strategies to streamline and simplify government transactions. Develops and implements methods to expand information available online. Ensures that information is dispersed in a way that addresses customer needs with a similar theme across Town boards and departments.

13. Manages data collection and publication necessary for the Unified Plan. Develops electronic tools to publicize this information for taxpayers. Develops a roadmap of additional information that should be shared with the public.

14. Gathers citizen feedback from social media & other civic engagement platforms. Develops a system to respond to concerns, and proactively provides this to departments and boards for follow up. Provides status updates and participation reports to the Executive Director's office regarding outreach endeavors, media outlet followers, and web site subscriptions or account registrations. Keeps the Assistant Executive Director abreast of current and projected concerns of the citizenry.

15. Serves as the main point of contact for assigned Town boards and/or committees regarding public outreach, open meeting requirements and posting obligations.

16. Serves as a member of the Town Meeting Management Team assisting with the compilation, coordination, and distribution of all article materials and information. Attends all sessions of Town Meeting and relevant public hearings.

17. Takes photographs for the web site, press releases, slide shows, and the Annual Town Report.

18. Performs special projects and related responsibilities as initiated and requested.

19. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Communications, Journalism, Marketing, Business Administration, or related field or equivalent.

- Five to seven years of experience with communications, social networking, and web site administration, preferably in a municipal setting, or equivalent.

- Mastery of grammar and excellent ability to communicate effectively in writing, orally, and via internet media outlets.

- Extensive experience developing and implementing strategic plans. Experience working with multiple constituencies and stakeholders, and/or in decentralized organizational settings. Ability to facilitate the implementation of action plans and priorities across a decentralized organization.

- Strong ability to plan and coordinate effective marketing, communications management, and public relations programs.

- Strong interpersonal skills with a high level of social perceptiveness; ability to engage and form relationships with all stakeholders in a wide variety of settings; ability to effectively deal with members of the public in a courteous and tactful manner; and ability to establish and maintain good working relations with co-workers.

- Ability use and apply discretion in order to maintain a high level of confidentiality while determining how and when information dissemination is appropriate.

- Extensive PC software knowledge including all MS Office applications, MS Publisher, InDesign, Facebook, Twitter, and other publishing/graphic design software. Knowledge and skill in using digital photography equipment.

- Demonstrated understanding, familiarity, and skill regarding maintenance and outreach with all social media business and outlets and web sites.

- Familiarity with local government functions. Ability to comprehend Town-wide operations and goals and develop effective ways to relay Town business through a wide variety of media outlets.

- Strong time management and organizational skills; attention to detail; and ability to multi-task, self-motivate, and regularly reassess priorities. Ability to work under pressure and manage stress.

- Competency in working independently and in handling assignments with a high degree of flexibility.

- Ability to train, mentor, and develop staff to present and create professional communications. Train and coach others in information management and marketing.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, printer, presentation, publishing and spreadsheet software; digital photography equipment; telephone; and fax, copying and scanning machines.

PHIYSICAL DEMANDS

While performing the duties of the job, the incumbent is frequently required to sit, talk and hear. The incumbent is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate various pieces of equipment.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

TOWN OF WELLESLEY

Position Description

TITLE:	Assistant Executive Director (62)	**DATE:** 5/23/2019
DEPARTMENT:	General Government Services	**APPROVED:** /M. Jop/
DIVISION:	Selectmen	**HUMAN RESOURCES:** /S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Assistant Executive Director provides management and administrative support to the Executive Director of General Government Services and to the Board of Selectmen (BOS), and manages the Selectmen's Office. He or she is responsible for oversight of the implementation of the Unified Plan including assisting in economic development and affordable housing efforts. He or she is responsible for oversight of operations in the Selectmen's office. The Assistant Executive Director also staffs Town-wide initiatives and projects. The incumbent may act as Director in the Executive Director's absence.

NATURE OF POSITION

The Board of Selectmen is the Chief Executive Board of the Town and oversees the Town's public safety, finance and treasury, facilities, building department and information technology operations. The BOS sets policies for the Town, and the Office of General Government Services (the Office) implements the directions and policies of the BOS and those they appoint, and oversees all financial activities of the Town.

Reporting to the Executive Director, the Assistant Executive Director's primary responsibilities are to serve (directly or through her/his staff) as the principal staff on Town-wide initiatives and projects, including the Unified Plan; to oversee the Town's economic development functions; to ensure that the BOS' departments are operating effectively and efficiently; to provide management support to departments under the Board's jurisdiction; and to assist the Selectmen in their work.

The incumbent interacts frequently with the general public, both face-to-face and over the telephone, and with Town boards and senior personnel from other departments. The incumbent meets regularly with outside organizations and works with minimal supervision. He/she directly supervises the Communications & Projects Manager, Veteran's Service Officer, and the Sealer of Weights and Measures. Attendance at regular BOS meetings and selected project-related meetings on weekday evenings is expected, as is attendance at the BOS meetings prior to all Town Meetings and the Town Meetings themselves.

DIMENSIONS

The combined FY 19 operating budgets for the departments under the jurisdiction of the Board of Selectmen is $63 million.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Is responsible for management and implementation of the Unified Plan. Interacts with boards and departments to facilitate the development of plan goals and action plans.

2. Oversees the development of short- and long-term economic development strategy of the Town.

3. Manages the eligibility progress on MGL Ch. 40B housing applications as it applies to the BOS, working with Town Counsel, the Planning Director, ZBA and other individuals or entities. Provides zoning, site eligibility, project process and other explanatory materials and background to the BOS.

4. Manages the day-to-day operations of the Selectmen's Office. Responsible for the productivity and efficiency of the BOS' office.

5. Ensures the effectiveness of the BOS' departments' delivery of services to other Town departments, boards, commissions, citizens, and the general public. Makes and/or implements recommendations of methods designed to improve the efficiency and effectiveness of service delivery.

6. Represents the Selectmen's Office as the principal staff person on Town-wide initiatives and projects. Manages BOS input into the Project of Significant Impact (PSI) process. As assigned, serves as a voting member of committees formed to advance such initiatives.

7. Represents the Selectmen's Office on all roadway and traffic-related matters, including participation on the Town-wide Traffic Committee. Provides analysis and support to the Executive Director and Selectmen on projects that that may impact Town-wide traffic and services. On behalf of the Selectmen's Office, coordinates the study and implementation of any projects that will impact commercial and retail districts or neighborhoods of the Town. Manages the BOS' portion of municipal systems impact analysis performed with respect to PSI, and serves as liaison with the Department of Public Works as it relates to plans for the maintenance of the Town's roads.

8. Supports the Selectmen by providing research and supporting materials for their meetings; oversees the preparation of the weekly informational packages distributed to the Selectmen; responds to questions and assists the Selectmen in their daily work; and communicates directly with the general public.

9. As assigned, investigates citizen complaints and requests for service. Interacts with the public, ensuring that all inquiries and problems are addressed in a timely and professional manner.

10. Assists the Executive Director and the Human Resources Director with preparations for collective bargaining negotiations. As assigned, solicits the BOS' support for contract proposals and participates in negotiation sessions as a member of the management team.

11. Oversees preparations for Town Meetings including posting of required notices, drafting of warrant articles and motion language, and coordinates with Town Counsel, Town Moderator and other Town boards and departments.

12. As assigned, prepares Requests for Proposal for services under the jurisdiction of the BOS. As provided in M.G.L. Chapter 30B, section 19, may be designated by the Executive Director as the Town's Chief Procurement Officer. Ensures that all contract documents for goods and services executed by the Town are complete and in compliance with applicable state and local regulations.

13. Manages all BOS licensing activities including but not limited to Common Victualler, alcohol, take-out food, mobile food vendors and entertainment.

14. Serves as a Town's Records Access Officer (RAO). Ensures that the contact information for the Town's other RAOs and the "commonly available" public records is available on the web site; coordinates the Town's response to requests for access to public records, ensuring that requests are forwarded to the appropriate RAO and that the response is provided within the legal time limit; assists individuals seeking public records in identifying the records requested; assists the custodian of the records in preserving public records; and prepares guidelines that enable requestors to make informed requests.

15. Oversees administration of the Cochituate Aqueduct leases and other license and development agreements executed by the BOS.

16. Supervises the Communications & Projects Manager, Veterans Service Officer, and the Sealer of Weights and Measures. Monitors and evaluates their performance and provides direction and feedback as appropriate.

17. Researches and completes assigned special projects accurately and on time.

18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Public Administration, Management, Political Science, Planning, Finance or other related field.

- Seven to ten years of progressively responsible experience in municipal government to include three years of supervisory experience.

- Demonstrated knowledge of general municipal government operations.
- Demonstrated ability to influence and gain the confidence of board members and department heads.
- Proficiency in word processing, spreadsheets, databases and presentation software.
- Excellent written and oral communication skills.

Preferred

- Master's Degree in Public Administration, Management, Political Science, Planning, Finance or other related field.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database, and presentation software; printers; photocopying and fax machines; and telephone.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to walk, sit, talk, and hear. The incumbent is occasionally required to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The incumbent must occasionally lift and/or move up to 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

The noise level in the work environment is usually quiet to moderate.

HUMAN RESOURCES
RECRUITMENT REPORT
JUNE 25, 2020

Number of openings on April 10, 2020			34 (5 on hold)	
Number of positions filled:			10	
Number of new openings:			8	
Number of openings on June 25, 2020			32 (3 on hold)	
Req. Date	Dept.	Position Title	Status	Source
4/19/2019	DPW	Medium Equipment Operator	Withdrawn	
5/28/2019	PLAN	Senior Planner	To be advertised	
5/31/2019	POL	Parking Meter Attendant	On hold	
8/8/2019	COA	Director of Senior Services	Heather Munroe	Internal
9/10/2019	FIRE	Firefighters (4)	Reviewing applications	
9/19/2019	HLTH	Community Social Worker <20	Application deadline = 7/3/2020	
10/21/2019	DPW	Truck Driver A/Laborer (2)	Reviewing applications	
10/3/2019	DPW	Permit Verifier/Trash Collector	Interviewing	
11/19/2019	DPW	Staff Engineer	Applicatiion deadline = 7/9/2020	
12/23/2019	NRC	Secretary	Interviewing	
1/7/2020	POL	Administrative/Accounting Assistant	Brittany Baker DOH = 5/4/2020	MMA web site
1/3/2020	IT	Desktop Administrator	Reviewing applications	
1/3/2020	IT	Applications Administrator	Interviewing	
1/8/2020	POL	Dispatchers (2)	Samantha Jelfs DOH = 6/17/2020; Sarah Buttrick DOH = TBD	Town emploiyee; Internet
1/8/2020	DPW	Medium Equipment Operator	Maxwell Neustadt	Internal
1/13/2020	FMD	Custodian	Union posting	
1/17/2020	DPW	Fleet Maintenance Mechanic	Reviewing applications	
1/31/2020	DPW	Office Assistant (-011)	Reviewing applications	
2/13/2020	FMD	Custodian	Kyle DeStefano DOH = 7/1/2020	Internet
2/21/2020	DPW	Groundskeeper	Michael Balboni	Internal
3/4/2020	LIB	Librarian (2) (On-call)	On hold	

HUMAN RESOURCES
RECRUITMENT REPORT
JUNE 25, 2020

3/9/2020; 3/11/2020	FMD	Custodian (Temp) (4)	To be advertised	
3/5/2020	DPW	Park Maintenance Worker	Union posting	
3/24/2020	REC	Associate Director Recreation	Jennifer Lawlor	Internal
3/24/2020	REC	Program Coordinator	To be advertised	
4/7/2020	DPW	Foreman A/Parks Construction	Mark Patenaude	Internal
5/22/2020	LIB	Assistant Director	Application deadline = 6/21/2020	
5/22/2020	FMD	Custodian <20 hours (-031)	To be posted	
5/22/2020	FMD	Custodian , 20 hours (-032)	To be posted	
5/?/2020	HLTH	Public Health Nurse	To be advertised	
5/?/2020	HLTH	Community Social Worker	Application deadline = 7/3/2020	
6/9/2020	FMD	HVAC Technician	Application deadline = 7/6/2020	
6/9/2020	DPW	Medium Equipment Operator	Union Posting	

TOWN OF WELLESLEY MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

Town Hall
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Board Action: June 25, 2020

To: Human Resources Director

Re: Ratification List

Since May 15, 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
D2005041 TRS	Marie-Odette Sarousi	STEP	Accounting Clerk	47-5 47-6	27.78 29.05	3/12/2020
D2005042 FMD	Johnny Mio	STEP	Mechanical Control Technician	23-5 23-6	35.27 37.04	4/7/2020
D2005043 POL	Michael Pino	STEP	Patrolman	P10-1 P10-2	1022.88 1054.52	5/15/2020
D2005044 FMD	Thomas Casey	STEP	Custodian	FA15-4 FA15-5	22.30 23.28	4/30/2020
D2005045 DPW	Maxwell Neustadt	STEP	Highway Maintenance Worker	13-4 13-5	21.50 22.57	5/20/2020
D2005046 DPW	Adam Granger	STEP	Park Maintenance Worker	13-3 13-4	20.39 21.50	5/13/2020
D2005047 POL	Domenic Scopa	TRANSFER	Dispatcher Police Officer	G47-2 P10-1	946.36 1022.88	6/1/2020
D2005048 POL	Brian Collins	TRANSFER	Dispatcher Police Officer	G47-4 P10-2	1033.28 1054.52	6/1/2020
D2005049 LIB	Mary Morrow	STEP	Cataloging Specialist	L6-5 L6-6	23.56 24.49	6/1/2020

D2005050 LIB	Marisca Martin Mozeleski	STEP	Librarian	L14-1 L14-2	27.27 28.33	2/13/2020
D2006051 COA	Amy Rose	STEP	Senior Activities Coordinator	47-3 47-4	25.44 26.61	3/5/2020
D2006052 BLDG	Karen Finelli	STEP	Office Assistant	47-3 47-4	25.44 26.61	5/6/2020

HUMAN RESOURCES BOARD

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CC: Sheryl Strother, Finance Director

HUMAN RESOURCES BOARD
REMOTE MEETING
May 15, 2020

The meeting was called to order by Chairman John Hussey at 7:00 PM. Present were Board members Pamela Cozza, Alice Kokodis, Julie Moore and Linda Thomas. Also present was Human Resources Director Scott Szczebak.

The first item on the agenda was Council on Aging Board Chair Kathleen Vogel's request to reclassify the position of Director of Senior Services (Job Group 58). Ms. Vogel participated remotely in this part of the meeting. Mr. Hussey noted that Ms. Vogel had provided the Board with documentation supporting the request. When asked for the primary reasons for the reclassification request, Ms. Vogel responded that the minimum educational requirement (Bachelor's Degree) remained the same, but that a Master's Degree was preferred. Additionally, the number of years of experience increased from three to five years to seven to ten years due to the increased magnitude of responsibilities brought on by the new facility. Having spent some time in the new facility, the Board now had a clearer picture of the need to have a business-minded Director with excellent management skills who was also comfortable utilizing data in the decision-making process. Mr. Szczebak summarized the changes in the job description that resulted in the job being reclassified into Job Group 60, noting the increase in the years of experience and the addition of several significantly different/new principal activities. It was noted that several other department heads are also in Job Group 60. Mr. Hussey then asked Ms. Vogel to update the Board on the recruitment for the new Director. Ms. Vogel stated that the Executive Search Committee selected three applicants to be interviewed. Ms. Cozza inquired as to the number of employees that reported directly to the Director and Ms. Kokodis wanted some clarification as to the candidates that did nor did not meet the minimum qualifications. Ms. Vogel responded that the Director had six direct reports and that most of the applicants did not meet the minimum qualifications, but the three selected to be interviewed did meet the minimum qualifications. Upon a motion duly made and seconded, the Board voted unanimously by roll call vote to approve the reclassification of the position of Director of Senior Services to Job Group 60 from Job Group 58, effective July 1, 2020. Ms. Vogel thanked the Board and left the meeting.

The next item on the agenda was Facilities Management Director Joseph McDonough's request to reclassify the position of Design and Construction Manager. Mr. Hussey reported that the Selectmen had requested to attend the Human Resources (HR) Board meeting at which this item would be discussed. The agenda item was therefore tabled and will be placed on the agenda of a future HR Board meeting.

The next item for discussion as the vacation carry over policy. Current policy states that requests to carry over more than 10 days of vacation into the next fiscal year require approval of the HR Board. Board members agreed that the current policy should be maintained and acknowledged the positive effects that utilization of vacation time has on employees. The Board further agreed that, for many Town employees, work/life schedules and routines have been disrupted by COVID-19 and that modification to the vacation carry over policy for the current year

may be needed. One of several options discussed by Board members was to delegate the authority to approve vacation carry over requests in excess of 10 days to the HR Director. Upon a motion duly made and seconded, the Board, via roll call, voted unanimously to delegate the authority to approve vacation carry over requests in excess of 10 days to the HR Director, effective for this year.

The next item on the agenda was a final review of proposed HR policy changes that will be presented at the 2020 Annual Town Meeting (ATM). Mr. Hussey noted that due to COVID-19, it is expected that the 2020 ATM would be quite abbreviated and may only focus on financial issues. He added that he did not wish for the HR policy changes to be deferred to a Special Town Meeting held later in the year and asked Scott to see if they could be added to the Consent Agenda. Ms. Szczebak responded that he would discuss this item with the Town Moderator and suggested that this might be possible as the policies are very standard and received no objections from the Selectmen or the Advisory Committee. Mr. Hussey asked if any Board members had any comments and thanked Ms. Cozza and Ms. Kokodis for the feedback they had previously provided. Ms. Moore said that she would like to see the language struck from the Policy Against Discrimination, Harassment and Retaliation reinstated. Board members briefly discussed how the policies should be presented on the HR web site and if there should be a separate section for policies and another section for procedures.

Member briefly discussed re-opening strategies for Town Hall and specifically for the HR Department.

Upon a motion duly made and seconded, the Board, via roll call, voted unanimously to approve the Ratification List.

Mr. Hussey had a question regarding language in the minutes of the February 11, 2020 HR Board meeting, to which Ms. Thomas responded and clarified. Upon a motion duly made and seconded, the Board, via roll call, voted unanimously to approve the February 11, 2020 meeting minutes.

Upon a motion duly made and seconded, the Board, via roll call, voted unanimously to adjourn the meeting.

Respectively submitted,

Alice Kokodis
Secretary

DOCUMENTS USED AT THE MEETING: agenda, Mr. Szczebak's memo to the Board, Order Suspending Certain Provisions of the Open Meeting Law, Ms. Vogel's request to reclassify the position of Director of Senior Services, old and new Director of Senior Services job descriptions, old and new Design and Construction Manager job descriptions, Human Resources

policies to be presented at the 2020 ATM, chart showing Town employees' vacation balances as of May 14, 2020, Recruitment Report, Ratification List, and February 11, 2020 minutes.