

Personnel Board Meeting Minutes

February 21, 2019 - 3:00 pm
Town Hall Conference Room A

Members

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

Also present: Shana Tyner, HR Director
Jane Cain, Director of Libraries
Patricia Armstrong, Director of Community Services

BJB called meeting to order at 2:00 pm.

ST provided an explanation of the history of the Staff Librarian position. She advised the board that the Library Division is requesting to separate this position from the old general Staff Librarian job description and create a unique job title & position description that is reflective of the job duties that were performed by previous incumbents. Jane elaborated on the position responsibilities. BJB requested clarification of the organizational and reporting structure. Jane provided a current organization chart and described how staff are scheduled within the two locations. She explained that the Circulation Supervisor supervises 3 employees; (2) Senior Library Technicians & (1) Library Tech Circulation Technical Services. This position also supervises part-time staff, volunteers, Tax Work Off employees, and on-call library staff. SL asked for further clarification on the supervision responsibilities for the Senior Library Technician position. A discussion followed about whether the Senior Library Technician position actually supervises employees or oversees their daily work and programs.

BJB asked for clarification regarding the confidential requirements of the Circulation Supervisor position, which JC explained included patron contact information & personnel performance information.

A motion to approve the Circulation Supervisor job description, grade 9, was made by TN; seconded by AB. Approved (5-0). Scoring for the position was:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14 A	14 B	14 C
Total Score	Edu	Exp	Int Skl	Acc	Sup	Judg	Nat & Comp	Wrk Env	Phy Dem	Phy Skills	Occ Risk	Conf	Suprv. Scope	Size	Div & Comp	Nat
330	60	45	25	30	20	60	50	5	5	5	5	5	3	5	5	5

Jane provided a summary of the request to update the Senior Library Technician position. TN asked for clarification on the proposed grade, which ST confirmed that it is expected to remain at a grade 6. AB advised that there was no reference to confidentiality requirements and requested to add language similar to the essential function in the Circulation Supervisor’s job description. BJB asked for clarification on which position supervises the Senior Library Technician positions. After discussion, it was recommended to amend the reporting structure from Library Director to Circulation Supervisor or Staff Librarian.

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A motion to approve changes to the Senior Library Technician job description with the requested amendments, grade 6, was made by TN; seconded by SL. Approved (5-0). Scoring for the position was:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14 A	14 B	14 C
Total Score	Edu	Exp	Int Skl	Acc	Sup	Judg	Nat & Comp	Wrk Env	Phy Dem	Phy Skills	Occ Risk	Conf	Suprv. Scope	Size	Div & Comp	Nat
250	40	45	25	30	20	40	25	5	5	5	5	5				

ST advised that the Town was requesting to consolidate Professional Library Substitute and Substitute Library Assistant positions on the Miscellaneous Compensation schedule into one position and correct the rate to match the rates the incumbents are currently being paid. ST also requested that we extend the pay range to include potential COLAs for the next few years. She proposed a range of \$18.00-19.50/hr.

A motion to approve the consolidation of the Professional Library Substitute and Substitute Library Assistant positions to one title, Substitute Library Assistant, with a pay range of \$18.00-19.50 per hour on the Miscellaneous Compensation Schedule was made by TN; seconded by SL. Approved (5-0).

PA described the need for a new seasonal Recreation Beach Coordinator position and described how this addition would alleviate pressure from the Assistant Recreation Director position. She provided history around the Town of Dennis's existing Beach Coordinator position and how she developed the range. She explained the responsibilities, including staffing, scheduling, staff performance management, and program event coordination. BJB asked why there wasn't a swimming requirement and PA clarified that the position was more administrative in nature with a strong supervisory component.

BJB asked how the board wants to procedurally handle new part-time/seasonal positions moving forward. She advised that in the past, a brief paragraph describing the job responsibilities, requested wage, and comparables were presented to the board. They did not receive a full job description nor score the position per the Position Rating Manual. ST explained that the Town does not have formal job descriptions on file for all seasonal positions and recommended that we begin to create job descriptions for all positions to minimize liability for the Town. She proposed that we could continue with the old practice or preparing a summary paragraph to the Board for determining pay in the future. The board agreed that this position did not require scoring.

A motion to approve the Beach Coordinator position with a pay range of \$17.00-\$25.00/hr, on the Miscellaneous Compensation Schedule was made by SL; seconded by TN. Approved (5-0).

ST introduced the request to increase the wage ranges for the seasonal Recreation positions based on upcoming increases to the state's minimum wage over the next five years. PA explained that the expense for these increase would be covered by an increase in recreation fees, which have been approved by the Finance Committee and Board of Selectmen. ST advised that a pay equity review had been completed for current staff and the suggested range accounts for the full 5 year forecast.

SL & BJB requested that there is a footnote added to the Miscellaneous Compensation Schedule that clearly explains the pay structure for new hires and returning employees.

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A motion to approve the pay ranges for the following positions on the Miscellaneous Compensation Schedule was made by TN; seconded by SL. Approved (4-0-1).

Job Code	Position Title	Proposed Ranges
174	Program Coordinator (flax/ten/sail/swim)	15.00-30.00
175	Program Supervisor (flax/ten/sail)	14.00-20.00
181	Jr. Counselor/Jr. Lifeguard	12.00-15.50
182	Sr. Counselor	13.00-18.00
177	Lifeguard	13.50-18.00
178	Head Lifeguard	14.50-19.00
179	WSI Lifeguard	13.50-19.00
180	Beach Supervisor	17.00-25.00
184	Sailing Instructor 1	12.00-17.00
185	Sailing Instructor 2	13.00-18.00
186	Tennis Instructor	12.00-20.00
274	Site Supervisor	12.00-20.00

Administrative Discussions:

- BJB requested clarification on who appoints the Town Constable position. ST will research and report back to the board.
- Review of the November 27, 2018 Meeting Minutes. BJ asked remove the "Town Constable" from the list of positions that are listed with "Town Meeting" as the department. She clarified that this position's department is "Town Clerk."

A motion to approve the January 24, 2019 Personnel Board Meeting Minutes was made by TN as amended; seconded by SL. Approved (4-0-1).

Motion to adjourn at 4:15 pm made by TN. AB seconded. Approved (5-0).