

Ayer Personnel Board

Ayer Town Hall

June 15, 2011

In attendance: Andrew Crowley, member; Lisa E. White, clerk; Dennis Curran, member, Kathleen O'Connor, chair, late arrival

Town Administrator Robert Pontbriand and

Call to order 7:02 p.m. in the Town Administrator's office

Town Administrator Robert Pontbriand reviewed the history of how the Information Technology Systems Administrator position came to be. This Board reviews the current job description and seeks clarification from the Town Administrator and the IT Systems Administrator in order to obtain necessary information to properly grade and step the IT position.

At 8:00 this Board moved to Conference Room A to continue discussing details of the IT position. Kathleen will email the classification metric in PDF form to Andrew, Dennis and Lisa. The classification will be completed at the next meeting, June 21.

Adjourn at 8:27 p.m.