

TO: Human Resource Board

FR: Executive Secretary

DT: 14 March 2012

RE: Restructuring Admin Asst duties

As you are aware our Administrative Assistant Todd Christy will be leaving us this spring. We are presented with the challenge of replacing him and the opportunity to reassign and restructure the duties he has been ably completing.

The new plan to cover these duties would involve reducing the hours worked and reassigning the Planning Board and HRB duties to the Town Clerk and advertising to hire a six (6) hour/week non-benefitted position for the Housing Committee and Historical Commission. The Planning Board would be reduced by one (1) hour/week, the Housing Committee by five (5) hours/week, and the HRB by two (2) hours/week.

Our proposed FY2013 Budget funds the functions in the following fashion:

Planning Board	15 hours/week	Grade 6 / step 4	\$23.26	\$19,496.70
Housing Committee	10 hours/week	Grade 6 / step 4	\$23.26	\$12,997.80
Human Resource Board	4 hours/week	Grade 6 / step 4	\$23.26	\$ 5,199.12
Historical Commission	<u>1 hour/week</u>	Grade 6 / step 4	\$23.26	<u>\$ 1,299.78</u>
	30 Hours/week			Total \$38,993.40
Town Clerk	21 hours/week	Grade 9 / step 4	\$29.83	\$32,699.65
			<b>Total FY2013 \$71,693.05</b>	

After the reassignments the duties would be allocated as follows:

Town Clerk	21 hours/week	Grade 9 / step 4	\$29.83	\$32,699.65
Planning Board	14 hours/week	Grade 9 / step 4	\$29.83	\$21,799.76
Human Resource Board	<u>2 hours/week</u>	Grade 9 / step 4	\$29.83	<u>\$ 3,114.25</u>
	37 Hours/week			Total \$57,613.66
Housing Committee	5 hours/week	Grade 6 / step 4	\$23.26	\$ 6,070.86
Historical Commission	<u>1 hour/week</u>	Grade 6 / step 4	\$23.26	<u>\$ 1,214.17</u>
	6 Hours/week			Total \$ 7,285.03
			<b>Total FY2013 \$64,898.69</b>	

This reassignment and restructuring will save \$6,794.36 and also avoid the need to provide an additional health insurance plan for a new employee (up to \$12,000), resulting in a **potential savings of \$18,794.36**