

PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts
June 22, 2015

The Personnel Board Meeting commenced at 5:35 P.M. on Monday, June 22, 2015 in the Town Hall.

PRESENT: Personnel Board members

Michele Komosa

Mary A. Stokarski

Marie Guerin

Town Administrator

Kayce D. Warren

1. REVIEW OF MINUTES:

Minutes of June 10, 2015 Meeting - received, voted and accepted for record.

2. STATUS OF POLICE DEPARTMENT POSITION ANALYSIS QUESTIONNAIRES:

The Town Administrator reported that the necessary notification to the Union President with the official request was sent. The Police Chief had distributed the job descriptions and position analysis questionnaires to his department staff with a requested return date of June 19th. At this time no questionnaires have been returned. This could indicate that the staff had no recommended changes for their job descriptions.

3. REVIEW OF POLICE DEPARTMENT JOB DESCRIPTIONS:

The Town Administrator distributed revised job descriptions that reflected the Board's review at our previous meeting. The Board members then reviewed the feedback and input from the Police Chief and these comments were incorporated into the job descriptions for review again by the Police Chief. The job descriptions for the positions of Sergeant and Detective were discussed and updated for consistency of qualifications, duties, and wording. The Board began a review of the job description for Administrative Assistant. However, there were questions concerning the Matron duties listed in this description and if a separate description for Matron should be recommended. Further research will be done by the Town Administrator.

4. NEXT MEETING: Scheduled for Monday, July 6, 2015 at 5:30P.M.

5. ADJOURNMENT: The meeting adjourned at 7:30 P.M.

Respectfully submitted,

Marie Guerin