

PERSONNEL BOARD MINUTES

June 16, 2011

Old Town Hall

7:00 p.m.

Present: Wayne Heward, Chairman
Alexander Salmela
Anita Stiles
Jeannie Horne, Ex Officio

Absent: Robert L. Molla, III

After acceptance of the minutes, the meeting began at 7:10 pm with a discussion of the position, duties and responsibilities for the Prosecution Assistant. It appears that in FY 2009 she was a Grade B1. Lieutenant Chubb, who attended this meeting, will provide the Board with an updated job description, specifically essential functions, knowledge, abilities and skills required. The current Administrative Assistant is a Grade 4, as well. The Prosecution Assistant handles the Department's most sensitive information on a primary and consistent basis. The Human Resources Officer will provide comparables from other towns, confirming the number of hours the Prosecution Assistant works. The Board recommends moving her to the 15 year range in her current grade, while we examine comparables and expanded job details. A motion was made and seconded that the Board recommend a pay rate of \$23.09 per hour to reflect the Prosecution Assistant's years of service, effective July 1, 2011, and further review the grade placement, pending the review of the updated job duties and salary comparables from other towns.

Staffing Update

- a. Recruiting- Wiring Inspector; Seasonal Workers/Harbormaster and Rec
- b. New Hires- Director of Assessing, to begin July 1, 2011; several DPW entry level jobs
- c. Terminations-None
- d. Retirement-None

The meeting was adjourned at 8:10 pm. The next meeting of the Board is scheduled for late July.

Jeannie Horne, Human Resources Officer