

## Charles J. Aspinwall

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**From:** Charles J. Aspinwall <caspinwall@millis.net>  
**Sent:** Monday, October 21, 2013 8:55 AM  
**To:** Jenn Cederberg  
**Cc:** Andrea Wagner (ajw@wagnerlegal.com); Charles Vecchi (famvecchi@verizon.net); Chris Smith (csmith@millis.net)  
**Subject:** Asst. Town Clerk reclassification request  
**Attachments:** Asst. Town Clerk request.pdf; Asst. Town Clerk recommendation.pdf

I have reviewed the request of the Town Clerk to have the position of Asst. Town Clerk reclassified. After considering the independent nature of the position, its responsibilities and the accountability required of the position, I recommend that the position be reclassified to a new grade 8 within the SEIU salary schedule. The cost of the reclassification is \$2312 per year. The reclassification would be retroactive to July 1.

Charles J. Aspinwall  
Town Administrator  
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subject to  
Bargaining

**Mary Flanders Aicardi**  
**11 Whippoorwill Drive, Shrewsbury, MA 01545**  
**508-215-8992 \* mfahrconsulting@gmail.com**

TO: Charles Aspinwall, Town Administrator

FR: Mary Flanders Aicardi, Human Resources Consultant

DT: October 16, 2013

RE: Assistant Town Clerk Position Review

Thank you for asking me to review the Assistant Town Clerk Position. After reviewing job descriptions and conducting interviews with the Town Clerk and the Assistant Town Clerk I recommend the following:

- The position of Assistant Town Clerk is not appropriated classified as a Department Assistant III;
- The Assistant Town Clerk should have a discreet position description; and
- The Town should create a Grade 8 classification and place the Assistant Town Clerk at grade 8.

Upon review, especially in light of the fact that the Elected Town Clerk is part time at best, the Assistant Town Clerk position should be reclassified. While many of the duties of the Assistant Town Clerk are similar to those of the Department Assistant III positions, there are a few key differences that warrant a higher classification.

When evaluating a position, the factors are assigned a "degree" of value. A simple example is education: the first degree is high school, the second degree is a two year degree or certification, the third degree is a four year college degree and the fourth degree is advanced degree.

The factors that distinguish the Assistant Town Clerk are supervision required, accountability, judgment and nature and purpose of contacts. With respect to supervision required, the Assistant Town Clerk receives no supervision on a daily basis and works from administrative direction. The incumbent of the position, because of not having a direct supervisor, must establish short-range plans and objectives, performance standards and assumes direct accountability for department results and only consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required.

With respect to accountability and judgment, the position has department level responsibility for processes and service delivery. If errors are made, the consequences could result in missed legal deadlines, delay of service and excessive costs. The employee receives only limited guidance for performing the duties of the position and must work from administrative policies and legislation.

With respect to the nature and purpose of contacts, the Assistant Town Clerk position as structured at this time, serves as the spokesperson for the department and is recognized as the authority in interpreting guidelines and regulations and in determining how they should be applied.

While not the ultimate authority, much authority is delegated because of the nature and structure of the department. Because of this and the degree to which the position is required to exercise judgment, is accountable for department outcomes and represents the department to the public, a reclassification is warranted and recommended.

Please do not hesitate to contact me if you would like to discuss further.



Good Afternoon,

Thank you for seeing me. I am here to advocate for a grade change for the position of Assistant Town Clerk.

I feel the grade change is warranted for a number of reasons. There is a job description currently in effect which addresses the minimum qualifications, functions, and responsibilities of the Assistant Town Clerk. This description falls short in several areas. The Assistant Town Clerk's position has changed significantly in the last several years.

Some examples of this change are;

Increased direct supervisory responsibility for one clerical part time employee, one volunteer, and two senior workers. Would love to have more staff or increased hours.

Collection and filing of Conflict of Interest Ethics Training for all employees, board and committee members, and volunteers of the Town, including the school system. These forms are completed for every new hire and are repeated every two years. This is an increase in paperwork and responsibility.

Single biggest change in position has been the Open Meeting Law and "transparency" in government. All meetings and agendas for local or regional meetings must be posted a minimum of 48 hours prior to the meeting taking place. These postings are located in the downstairs window on the upstairs bulletin board, and in the office. Meeting notifications come at all times on all days of the week. It is impossible to coordinate these and causes significant interruptions during the work day. This has increased the daily workload.

All meeting minutes also must be filed and kept in this office. I now have 18 three ring binders for these minutes and separate file drawers for the Board of Selectmen and Finance Committee.

Another significant change to responsibilities relates to identity. Certified copies of births, marriages, or deaths are now routinely required for entrance to schools, participation in any sport, driver's license, any "money" account, and verification for retirement to name only a few. These vital records are kept in the downstairs vault. At this time, only births since 2011 are "on-line". All other vital information must be retrieved from the vault and hand prepared for certification.

While the Commonwealth has made registering to vote an easier process, this has caused extra work for the Clerk's office. When renewing a driver's license, individual is asked if s/he wish to be a registered voter. A simple check mark starts this process. Unless the individual reads the sentence VERY carefully, they do not understand they do not have to re-register if they are already registered to vote in their community. Voter registrations from the RMV have added significant amounts of time to this position.

Other time related increases include sale of Transfer Station stickers and changes with Animal Control regulations which affect licensing. All of the above add to the multi-tasking and organization of the various aspects of the position.

What sets the position of Assistant Town Clerk apart from any other Department III position is the lack of direct supervision. All other positions entitled Department Assistant III work under a full time Department Head.

The Millis Town Clerk receives a stipend of approximately \$5900. There are no set hours attached to this stipend. In many respects, it is similar to a paid volunteer position.

The Assistant Town Clerk is the only full time position in the office and thus is responsible for all the day to day operations. The Assistant Town Clerk assumes all the responsibilities of the Town Clerk and acts on her behalf on a daily basis—signing legal documents, certificates, notarization, election information, Treasurer's documents, Board of Registrars information, Attorney General requirements, Secretary of State election representatives, Finance Director requests, Town Administrator requests and so on. This increased authority and responsibility is what sets this position apart from others.

A salary survey conducted by the Office of the Town Administrator for FY13 showed that in all communities contacted, the Assistant Town Clerk's salary is greater than that for Millis. Also, with one exception, Upton, all these communities additionally employed a full time Town Clerk.

It is for the above reasons I am requesting an increase in grade classification from the current grade seven.

To see if the Town will vote to adopt **amendments to Schedule A-Classification Plan, Schedule B-Salary Plan, Schedule C-Employee Benefits, and Schedule D-Policies and Procedures of the Town of Millis Personnel Plan**, effective July 1, 2013 or act in any manner relating thereto.

To see if the Town will vote to adopt **amendments to Schedule A-Classification Plan and Schedule B-Salary Plan of the Town of Millis Personnel Plan**, effective July 1, 2013 or act in any manner relating thereto.

(retroactive to July 1, 2013)

*Massachusetts Town Clerks' Association*

Jan. 24, 2012

**FY12 MTCA SALARY SURVEY  
TOWN/CITY CLERK POSITION**

POPULATION	FULL TIME (≥ 35 HRS/WK)				PART TIME (< 35 HRS/WK)			
	# Communities	Low	High	Average	# Communities	Low	High	Average
≤ 2,000	1*	43,821	43,821	43,821	19	1,500	35,564	14,418
2,001-5,000	6	39,885	80,475	56,967	19	8,175	94,440	31,616
5,001-10,000	36	41,476	74,201	56,242	14	19,111	60,504	42,505
10,001-15,000	35	44,149	74,253	59,499	5	41,200	58,748	49,575
15,001-25,000	39	53,350	95,001	68,157	3	34,189	55,974	48,288
25,001+	43	52,530	130,000	81,385	1	19,600	19,600	19,600
<b>TOTAL</b>	<b>160</b>				<b>61</b>			

**NOTES:**

Two communities where Clerk retains fees as part of salary are included in the salary table but are not included in the above summary (Warwick and Petersham). Also excluded from the above are communities where the Clerk is paid only a token stipend and functions mostly as a volunteer (Millis).

\* Individual also serves as Executive Secretary, which is why the position is full time.

**ASST. TOWN CLERK SALARY SURVEY: FY13**

33,200 FT/1FT1PT  
 17,700 FT/2FT  
 15,087 FT/1FT  
 15,200 FT/1FT  
 - 1FT1PT  
 13,700 FT/1PT  
 12,660 FT  
 7542 PT/PT  
 14,618 FT/FT/PT

TOWN	HRLY. RT. *
Franklin	n/a
Grafton	n/a
Holliston	\$25.90
Hopkinton	\$28.65
Littleton	n/a
<b>Millis</b>	<b>\$24.03</b>
Medway	\$25.53
Medfield	\$25.00
Norfolk	\$25.54
Norwood	\$34.45
Upton	n/a
Westwood	\$29.61

**AVERAGE (without Millis) \$27.81**

n/a = No Assistant Town Clerk