

PERSONNEL BOARD  
MINUTES  
Thursday, March 12, 2015

A meeting of the Personnel Board was held in the Administration Building, 22 Monument Avenue, 2<sup>nd</sup> Floor Conference Room on Thursday, March 12, 2015.

Attendance - Jennifer Buras, Maureen Thomsen, Peter McCarriston, Nancy Lord, Personnel Manager, Thomas Younger, Town Administrator and Dave Castellarin, Town Accountant.

The meeting was called to order at 8:38 am.

Votes of the Board

- *Re-organization of Board Members*-The Board voted unanimously on a motion made by Jennifer Buras and seconded by Peter McCarriston to appoint Maureen Thomsen as Chair. The Board voted unanimously on a motion made by Maureen Thomsen and seconded by Peter McCarriston to appoint Jennifer Buras as Vice Chair.
- *Minutes of April 17, 2014*-The Board voted unanimously on a motion by Jennifer Buras and seconded by Maureen Thomsen to approve the meeting minutes of 4/17/14.
- *Position Additions*- After a brief discussion, the Board voted unanimously on a motion by Jennifer Buras and seconded by Maureen Thomsen to add the positions of Director of Information & Technology and Facilities Director Grade IV of the Position & Classification Plan.
- *Salary and Classification Plan* – After discussion and questions, the Board voted unanimously on a motion by Jennifer Buras and seconded by Maureen Thomsen to approve the proposed Salary and Classification Plan effective July 1, 2015. Attached.
- *Article XII, Health and Life Insurance*-The Board voted on a motion by Jennifer Buras and seconded by Maureen Thomsen to change Article XII, Section 2 as follow:

“Regular employees who work at least 18.75 20 hours per week or more and are qualified to participate in a MA Public Pension System are eligible to participate in the GIC group insurance plans.

\*Employees are currently required to work a minimum of 20 hours to be qualified to participate in a MA Public Pension System.

- *Article VII, Longevity*- the Board voted unanimously on a motion by Jennifer Buras and seconded by Maureen Thomsen to increase the current longevity payment schedule by \$100.

Adjournment

- The Board voted unanimously on a motion made by Maureen Thomsen and seconded by Peter McCarriston to adjourn the meeting at 9:25 am.

Respectfully submitted,



Nancy A. Lord

Clerk

**APPENDIX A**  
**TOWN OF SWAMPSCOTT**  
**POSITION CLASSIFICATION PLAN**  
**FOR EMPLOYEES**

**Grade V**

Director of Public Works

**Grade IV**

Town Planner  
Assistant Assessor  
Council on Aging Director  
Inspector of Buildings  
Library Director  
Personnel Manager  
Public Health Director  
Recreation Director  
Town Accountant  
Town Clerk  
Treasurer/Collector  
Director of Information & Technology  
Facilities Director

**Grade III**

Assistant Town Accountant  
Administrative Assistant to the Town Administrator  
Assistant Engineer  
Assistant Library Director  
Assistant Treasurer/Collector  
Assistant Council on Aging Director

**Grade II**

Benefits Coordinator  
Facilities Coordinator  
Local Building Inspector  
Outreach Worker  
Public Health Nurse

**Grade I**

Administrative Assistant  
Data Entry Clerk  
Program Coordinator  
Van Driver

**Grade S**

Animal Control Officer  
Appeals Board Secretary  
Assistant Electrical Inspector  
Assistant Plumbing Inspector  
Emergency Management Director  
Finance Committee Secretary  
Harbormaster  
Municipal Hearing Officer  
Parking Clerk  
Planning Board Secretary  
Plumbing/Gas Inspector  
Veteran's Agent  
Wiring Inspector

**Grade H**

Temporary Seasonal (professional)  
Temporary Seasonal (non-professional)

**APPENDIX B**  
**Town of Swampscott**  
**SALARY CLASSIFICATION PLAN FOR EMPLOYEES**  
**As of July 1, 2015**

<u>Grade</u>	Min	Mid	Max
V-I (Salaried)			
V	\$74,623	\$93,279	\$119,396
IV	\$56,736	\$70,920	\$100,422
III	\$44,266	\$55,333	\$75,253
II	\$43,921	\$54,901	\$72,469
I	\$31,311	\$39,139	\$50,098

<u>Grade</u>	Annual Compensation
S (Stipend)	
Animal Control Officer	\$16,074
Appeals Board Secretary	\$2,187
Assistant Electrical Inspector	\$1,250
Assistant Plumbing Inspector	\$1,250
Emergency Management Director	\$1,094
Finance Committee Secretary	\$2,495
Harbormaster	\$7,904
Municipal Hearing Officer	\$2,500
Parking Clerk	\$1,722
Planning Board Secretary	\$2,187
Plumbing/Gas Inspector	\$24,973
Veteran's Agent	\$10,984
Wiring Inspector	\$23,972

<u>Grade</u>	Min	Mid	Max
H (Hourly)			
Temporary/Seasonal/Part-Time Non-Professional-no certifications or special training required to perform the functions of the position (i.e. Library Pages, Recreation summer hires, DPW summer Laborers, Other)	\$8.00	\$10.00	\$12.00
Temporary/Seasonal/Part-Time Professional-certifications and/or special training may be required to	\$10.00	\$20.00	\$30.00

perform the functions of the position  
(i.e. Police Reserves/Special Police  
Sailing Director, Head Lifeguards, Other)

\*\*The Town Administrator/BOS maintain the discretion to hire new employees and/or retain current employees below the minimum salary classification for any grade.

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