

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

2/2/2023

Location/Time: Zoom Meeting, 2:45PM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Mary Hornsby, Rick Reed, Interim Assistant Town Administrator, *ex officio*

Guests: Bethany Klem, Director, Town Library

1. **Quorum confirmed.** All 3 current appointed Board members present.
2. **Schedule of R. Reed.** The Interim Assistant Town Administrator will be away during Feb. 21 – March 16.
3. **Library Aide/PT Library Assistant matter.** Also see Director B. Klem's Nov. 3, 2022 memorandum to the Personnel Board; Personnel Bd minutes of 12/5/22, and 1/19/23 meetings. It was previously determined that this case does not require a classification, evaluation, or other action by the Personnel Board. R. Reed, IATA, worked out and documented an administrative change mechanism which was sent to C. Valente, Interim Town Administrator for approval. See copy of Memorandum dated January 31, 2023 to C. Valente, from R. Reed, Subject: Conversion of Library Aide Position to Library Assistant, approved by C. Valente January 31, 2023. The Board reviewed the Memorandum as provided by R. Reed, and voted unanimously to accept the Memorandum. The subject Memorandum will be placed in Town HR records and records of the affected employee.
4. **Status of ongoing cases:** New Generalist Librarian position – R. Reed will do preparatory analysis in the near future.
5. **Status of upcoming cases:**
  - Assessor's Clerk position vacancy - Town Assessor Amy Gow is concerned about having the needed help. R. Reed, IATA recently assisted in getting the position vacancy advertised. The existing position description and grade were used. Concurrently, Bob Cocks, Chair, Board of Assessors, has inquired about reclassification. In the interim, S. Geremia will look to do an informational meeting with R. Reed, and B. Cocks.
  - COA reclassification requests – R. Reed has met with COA Director and will do preparatory analysis.
  - New Human Resources Director position – This role was previously part of the Assistant Town Administrator job description. The Board of Selectmen approved the establishment of a separate position. A job description will need to be written and evaluated consistent with the Town's new classification and compensation system.

- New Local Building Inspector position – an updated position description in the new job description format is needed, to be followed by evaluation consistent with the Town’s new classification and compensation system. This position is planned for advertisement in spring with start on July 1, 2023.
- Employee appeals - As previously noted, relatively few employee appeals are expected in response to the proposed Classification & Compensation Plan. One appeal form has been completed to date; others may follow. These will be handled pursuant to the procedure outlined for such appeals consistent with Grievance Procedure provisions under the Personnel Rules and Regulations sec. 5.3.

Process note: Agency head requests for classification and evaluation of *new positions* come under Personnel Rules and Regulations sec. 3.1-4, New Positions. Requests for *reclassification of existing positions* come under 3.1-3a(6) Wage and Salary Administration Regulations and 3.1-5 Reclassification of Positions. However, requests for reclassification of *newly updated positions recently approved per the Town reclassification process*, would necessitate particular justification given the final approvals by all relevant parties already in place.

**6. Classification and Compensation system document review – deferred to next meeting.** The Town Google folder titled *New Compensation and Classification Plan* contains the most complete and up to date set of proposed documents. The Board agreed to review the following groups of documents for discussion at the next Board meeting:

Systems structure group

- a) Classification & Compensation Study Summary Report
- b) Classification and Compensation Project Methodology
- c) Dover Grade Structure
- d) General Gov. Positions Proposed Draft Classification Plan Characteristic Chart

Position evaluation group

- a) *Town of Dover Position Rating Manual, Oct. 20, 2022* (ongoing review)
- b) Non-Union Classification Plan Rating (table)

Once the key documents are reviewed, the Board will also need to review the underlying foundational spreadsheets.

**7. Review and approval of prior minutes.** The Board reviewed and approved its minutes for the Jan. 19, 2023 meeting.

**8. Next Zoom meeting:** 12:30pm Thursday, February 16, 2023.

The meeting was adjourned at 4:20PM.

Respectfully submitted, Juris Alksnītis, Co-chair