

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

4/11/2023

Location/Time: Zoom Meeting, 11:00AM

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

- 1. Quorum confirmed.** All 3 current appointed Board members present.
- 2. Review and approval of prior minutes.** The Board reviewed and approved its minutes for Mar. 23, 2023.
- 3. Review and evaluation of proposed new Human Resources Director position description.** The Board discussed and rated the job description provided by Interim Asst. Town Manager R. Reed, who also participated in the evaluation process. This new full time exempt position was authorized by the Board of Selectmen while former TA Chris Dwelley was still in office. The HR responsibilities currently part of the existing Asst. Town Manager position are being transferred to this new position. A revised Asst. Town Manager position description will be provided to the Board for review and rating in the near future. R. Reed noted that the Town seeks to receive candidate resumes by May 1, 2023 and has done initial advertising. This will be the first new position to be rated under the recently adopted five grade Compensation and Classification system. The grade level was calculated pursuant to the new Town of Dover, MA Position Rating Manual approved by the Personnel Board Feb. 16, 2023, and rated at Grade 4 by unanimous Board vote. The *Dover Personnel Board Position Evaluation Form – HR Director, April 11, 2023* documents this action. The Board is reviewing the subject position description and will complete its comments on the description language at the next meeting.
- 4. Classification and Compensation system document review.** Deferred to continuation meeting.
- 5. Review of proposed reclassification of the Full-time Library Assistant to a Generalist Librarian.** Deferred to continuation meeting.
- 6. Adjournment and continuation of meeting.** At 12:50PM the Board adjourned the meeting for continuation this Thursday, April 13, 2023 at 2PM.

Update: Due to the unexpected unavailability of a Board member and lack of quorum for the continuation session, it was necessary to close the meeting and schedule a new meeting.

- 7. Next Zoom meeting:** 11:15AM Tuesday, April 18, 2023.

Update: Due to the Patriot Day holiday, it was not possible to meet the 48hr posting requirement and the meeting date was rescheduled to Tuesday, April 25, 2023, 10:30AM.

Respectfully submitted, Juris Alksnītis, Co-chair