

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

8/8/2023

Location/Time: Zoom Meeting, 11:10AM

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

Town staff present: Ms. Robin Tusino, Director of Human Resources

Council on Aging representative present: Janet Claypoole, Director

Board of Health representatives present: Dr. Kay Petersen, Chair; Dr. Stephen Kruskall, member; Jason Belmonte, Health Agent

1. **Quorum confirmed.** All 4 current appointed Board members present.
2. **Review and approval of prior minutes.** The Board reviewed and unanimously approved its minutes for the July 11, 2023 meeting.

**3. Review of Classification & Compensation Plan Employee Appeal – Council on Aging Program Coord.**

The subject Program Coordinator position description was updated as part of the Classification and Compensation Plan job description process. All parties (i.e. employee, department head, and prior Town Administrator) agreed with the finalized job description. No changes to the job description are requested. When DIJ, the contractor engaged by the Town for the compensation and reclassification work, evaluated the position pursuant to the then proposed Town of Dover, MA Position Rating Manual point factor rating system, the position was scored at 175 points – Grade I. The incumbent employee raised a concern that the Education factor had been erroneously under-scored at Degree 1 (10 points), when the approved position description required a BA degree which is consistent with evaluation Degree 3 (60 points). Per the Employee Appeal Process (described in Appendix 4 to the Classification and Compensation Study Summary Report), the employee discussed this with the CoA Director who agrees with the employee and supports the appeal. Correction of the Education factor scoring to Degree 3(60 points) would bring the total score to 215 which qualifies for Grade II. IATA R. Reed, who currently performs the interim HR role for the Town, reviewed and agreed with the appeal and presents it to the Personnel Board for disposition. Funds are available in the CoA budget to accommodate the increase in compensation. IATA R. Reed, CoA Director J. Claypoole, and new HR Director R. Tusino were present for review of the employee appeal. Following the Board’s review and discussion of the facts and scoring as described in the position evaluation spreadsheet provided by R. Reed, the following motion was made and seconded:

**Motion:** To correct the position evaluation Degree at the Education factor to Degree 3, with resulting increase in the total evaluation score to 215, and approve the COA Program Coordinator position at the corresponding level of Grade II, effective July 1, 2023.

**VOTE:** The Personnel Board voted unanimously to approve the motion.

Note: It is understood that the completed Employee Appeal Form will be duly filed in the Town's Human Resources employee record files and that the subject position description will be updated to Grade II.

**4. Review of Classification & Compensation Plan Employee Appeal – Council on Aging Outreach Coord.**

The subject Outreach Coordinator position description was updated as part of the Classification and Compensation Plan job description process. All parties (i.e. employee, department head, and prior Town Administrator) agreed with the finalized job description. No changes to the job description are requested. When DIJ, the contractor engaged by the Town for the compensation and reclassification work, evaluated the position pursuant to the then proposed Town of Dover, MA Position Rating Manual point factor rating system, the position was scored at 270 points – Grade II. The incumbent employee appealed the scoring of several evaluation factors which were stated as having been erroneously under-scored for the reasons summarized as follows:

- a. Experience - at Degree 2 (30 points); should be Degree 3 (50 points) as over 3 yrs of experience is required per job description.
- b. Accountability – at Degree 3 (20 points); should be Degree 4 (30 points) as job description includes elements of higher accountability level.
- c. Occupational Risk – at Degree 1 (10 points); should be Degree 2 (20 points) as position involves home visits with potential risks associated with medical issues of clients and safety issues on location.

Per the Employee Appeal Process (described in Appendix 4 to the Classification and Compensation Study Summary Report), the employee discussed this with the CoA department head who agrees with the employee and supports the appeal. Correction of the respective Experience, Accountability, and Occupational Risk evaluation factor assessments would bring the total score to 310 which qualifies for Grade III. IATA R. Reed, who currently performs the interim HR role for the Town, reviewed and agreed with the appeal and presents it to the Personnel Board for disposition. Funds are available in the CoA budget to accommodate the increase in compensation. IATA R. Reed, CoA Director J. Claypool, and new HR Director R. Tusino were present for review of the employee appeal. Following the Board's review and discussion of the applicable criteria and scoring discrepancies as described in the position evaluation spreadsheet provided by R. Reed , the following motion was made and seconded:

**Motion:** To correct the respective evaluation factor Degrees as follows: Experience to Degree 3, Accountability to Degree 4, and Occupational Risk to Degree 2, with resulting increase in the total evaluation score to 310, and approve the COA Outreach Coordinator position at the corresponding level of Grade III, effective July 1, 2023.

**VOTE:** The Personnel Board voted unanimously to approve the motion.

Note: It is understood that the completed Employee Appeal Form will be duly filed in the Town's Human Resources employee record files and that the subject position description will be updated to Grade III.

**5. Classification of Board of Health (BOH) proposed Health Director position.** The BOH Agent position description was last evaluated on May 26, 2022 and approved by the Board for Grade 12 under the prior system. However, the Board did not take a decision on the proposed job description itself as the system reclassification process was underway and the Board expected to receive the position description soon in the updated position description format with suitably updated content. On October 28, 2022 the Board approved an offer of employment for Jason Belmonte with a rate at Step 6, i.e. above the mid-point of Grade 12. The Board of Health now seeks to upgrade the position to Health Director and has submitted a

revised position description in the new system format with revised content together with a request to evaluate and classify the position.

The Board reviewed, discussed, and rated the FLSA exempt Health Director (HD) job description dated Aug. 1, 2023. Interim Asst. Town Manager R. Reed, and new HR Director R. Tusino, participated in the evaluation process. In response to Board member questions, Dr. K. Petersen, BOH Chair, clarified a number of elements of the Health Director role. Overall, the major changes from Health Agent to Health Director occur primarily in the section “Supervisory Responsibility”, which will be further revised to reflect oversight responsibility as to animal inspection, which operates under statutory provisions and is not a direct report to this position. Also, text comparable to the first sentence of Degree 3 of evaluation factor *Supervisory Responsibility* in the Town of Dover, MA Position Rating Manual (PRM) will be incorporated. Finally, suitable budgeting text will be added to the section “Essential Functions”. R. Tusino will follow up and facilitate incorporation of the changes and distribution of the final position description to the Board. 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 further amended on June 13, 2023. Total score was 505 qualifying the position for the corresponding level of Grade IV. The *Dover Personnel Board Position Evaluation Form – Health Director*, August 8, 2023 documents this action.

Following the Board’s review and discussion of the proposed Health Director position description and its evaluation resulting in the total score of 505, the following motion was made and seconded:

**Motion:** To approve the proposed Health Director position description subject to incorporation of the revisions discussed at the meeting, and to approve classification of the Health Director position at Grade IV, effective July 1, 2023.

**VOTE:** The Personnel Board voted unanimously to approve the motion.

R. Reed will check whether the incumbent was paid under the “FY2024 Legacy Salary Plan” and would now move to the “FY2024 Salary Plan – Non-Union”.

6. **Review of updated “FY2024 Comprehensive Compensation and Wage Schedule”.** R. Reed provided an in-progress version of the subject document, a master schedule which seeks to collect the compensation and wages of all Town employees in one document, so as to facilitate financial administration by the Town. The current draft version includes non-union employment, including seasonal employment under oversight by the Personnel Board, union employment subject to labor contracts, miscellaneous positions external to established wage schedules, various stipends, and the like. As more work will be done on the schedule the Board will continue its review at the next meeting.
7. **Annual market adjustment recommendation process (for FY2025) follow-up.** Per a brief discussion, R. Tusino will follow up on the types of data and surveys needed to collect data from nearby communities, and from applicable government agencies.
8. **Next Zoom meeting:** 11:AM – 12:30PM Thursday, Sept. 7, 2023

Meeting was adjourned at 1:27pm.

Respectfully submitted, Juris Alksnītis, Co-chair