

Personnel Board Meeting
Tuesday, September 7, 2022 4:00 PM
Zoom

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Joseph Herlihy, Member

Rick Lunetta, Member

Staff

Chuck Murphy-Romboletti, Director of Human Resources

Tatiana Swanson, Assistant Director of Human Resources

Speakers:

Carys Lustig, Director of Public Works

Call to order, roll call and remote participation disclosure

Ms. Hsu opened the Personnel Board meeting at 4:12pm, conducted roll call of attendees and announced the remote participation of attendees and recording of meeting in accordance with Governor Baker's order, the result of the current health crisis.

New position reclassification:

Chuck Murphy-Romboletti, Director, introduced Carys Lustig, Director of Public Works, who presented on the reclassifications.

Mr. M explained that this was a result of the Comp & Class plan conducted back in July 2021, Ms. L was not in her current role during the time the study was conducted, and there were some staff absences due to leaves, so in an attempt to ensure accuracy of job analysis questionnaires, Carys had them reviewed by the incumbents and DPW leadership. The JAQs were submitted to the Human Resources Department, who concur that some original scoring of these positions warranted reconsideration.

Mrs. L explained that this issue came to light from negotiations with the union, they had an interest in continuing a conversation regarding these positions. Some employees in those current positions might have given inaccurate answers to the questionnaires and underestimated or underreported licensing, experience and years of service. Part of the issue is the "niche" nature of this positions, they lack a true comparison in the industry. She cited a few different areas of concern that warrant reevaluation: independent action, skills and education.

She further shared that an independent study found that a Scalehouse attendant should not be classified as the lowest ranking position within the Recycling and Transfer station given its responsibilities and coordinating of movements within the facility.

Mr. Lunetta asked how do these positions lined up with other ones in the same scale score, to ensure that we are tailoring them to the position and not the incumbent. Mr. Mu confirmed this change as a recruitment and retaining strategy tool.

Mr. Lunetta asked if the Town had a chance to compare these positions to similar ones in other communities. Mr. Mu explained that the consultant gathered data from other communities for the study, and that even if the Town had gone out again it would have had minimal impact due to the methodology of calculating compensation for the entire grade.

Mr. Lunetta asked what the response has been to the study. Ms. Lustig said that in general most staff was able to get more compensation from the study so they were initially receptive to it. Now, with all the movement in hiring, outside applicants have more leverage than our internal staff, so we are trying to build more internal equity and ensure that we are able to remain competitive and compensate adequately. Some staff might have not understood how much stock the Town placed on the outcome of the study, so they might have not been as thorough in answering the questionnaires. She believes this change would enhance employee moral and help provide a better pathway in our organization to get licenses. This way, there is a greater incentive in obtaining such accreditations.

Proposed changes:

Scalehouse Attendant: Grade 3 to Grade 4

Public Works Technician: Grade 4 to Grade 5

Wastewater Operator & Water Treatment Operator: Grade 4 to Grade 5

Equipment Mechanic: Grade 4 to Grade 5

Master Mechanic: Grade 6 to Grade 7

Mrs. Hsu moved to vote to approve the changes as proposed.

Mr. Lunetta seconded.

Roll call vote: Mr. Herlihy voted yes. Mr. Lunetta voted yes, Mrs. Hsu voted yes. Unanimous.

Other business

Mr. Murphy-Romboletti stated there was no other business.

Adjournment – 4:49 P.M.

Mrs. Hsu asked for a motion to adjourn. Mr. Herlihy

Ms. Hsu called for a motion to adjourn the Personnel Board Meeting. Mr. Herlihy made a motion to approve, and Mr. Lunetta seconded. The meeting adjourned.