

Concord Personnel Board History-Draft

Compiled by Ellen Quackenbush, based on interviews, not review of town archives

March 23, 2019

Date	Event	Notes
1956	Town Charter establishes a Selectboard-Manager form of government	"Strong Town Manager (TM)" History of the Charter: 1992+ https://concordma.gov/1231/History-of-the-Town-Charter
1972	Personnel By-law adopted Established Personnel Board (PB)	Three members
1976	Assistant TM acts as Human Resources (HR) Director	PB met monthly PB met directly with employees to collect input PB+HR Director jointly developed classification and pay
1983	PB expanded to 5 members	To achieve quorum more easily
1985	Personnel Administrative Code establishes Personnel Department. HR Director position created as department-head level position.	<u>Attached documents:</u> <ul style="list-style-type: none"> • HR Director job description • Administrative Code with revisions
1992	Comprehensive changes to Personnel Bylaws HR Director position eliminated, replaced by HR Manager. Many HR functions were assigned to Assistant TM	Since 1992, changes have been made every 2-3 year (~13 times) Current Bylaw: https://concordma.gov/DocumentCenter/View/4054/Personnel-Bylaw-PDF?bidId= <u>Attached document:</u> <ul style="list-style-type: none"> • Bylaw with revisions
1992+	Outside consultants used to advise on/develop job descriptions, Class and Comp, and Pay Ranges	Job descriptions process: Employees complete form describing elements of job External consultant reviews
2008	Town Meeting must ratify all changes to the Classification and Compensation Plan	
2010	HR Director position re-established, as department-level position	Between 1992-2010, duties of the HR Manager expanded
2012	Town Meeting ratification moved to Consent Calendar	
2017	Personnel By-law changes: TM can approve pay raises above mid-point and temporary pay	Previously, the responsibility of the PB