

Project Outline
Organization & Authority Structure of the Town of Concord's Personnel Systems

Definition/Scope of Project:

- Review authority & roles relative to administration of the Town's personnel systems for non-union employees

Goals:

- Ensure we have a system for personnel administration that is:
 - Efficient
 - Consistent with a Strong Town Manager form of government
 - Able to maintain equity, accountability, and transparency for citizens & employees
 - Able to respond quickly to changing laws/regulations, operational needs, and labor markets, as well as a shifting workforce
 - Effective for recruitment and retention of employees

Considerations:

- Authority & role of:
 - Town Manager
 - Personnel Board
 - Select Board
 - Town Meeting
 - Human Resources Director/Department
 - Senior Managers

- Interests of the following stakeholders:
 - Citizens
 - Employees

Documents that may need updating to reflect any changes in authority:

- Town Charter
- Personnel Bylaw
- Personnel Board & Department Charge
- Employee Appeal Procedure