

**TOWN OF CONCORD PERSONNEL BOARD**

**AGENDA**

**February 8, 2023**

**5:15 p.m.**

**Select Board's Room, Town House & Zoom Video Conference**

<https://us02web.zoom.us/j/81079262527?pwd=SitYS29Nd3AxMnp0MVlhMVhnTG5oUT09>

Dial: 833 548 0282 US Toll-free

Meeting ID: 810 7926 2527

Passcode: 123361

- 1. Call to Order**
- 2. Minutes Approval – as available**
- 3. Classification & Compensation Study Update**
  - Progress to date and anticipated timeline for next steps
- 4. Classification Actions**
  - Allocation of new/restructured positions to classifications
- 5. Personnel Board Charge & Authority Under Personnel Bylaw**
  - Continue development of recommendations to Select Board
  - Next Steps
- 6. Adjournment**


Meeting materials will be available at: <https://concordma.gov/452/Personnel-Board>

**Upcoming Meetings**

- Personnel Board Meetings (subject to change): 3/8/23 @ 5:15 pm
- Public Hearings re Warrant Articles:
  - Select Board: 2/27/23 @ 7:00 pm
  - Finance Committee: 3/1/23 @ 7:00 pm

Town of Concord  
Town Manager's Office & Human Resources Department

**MEMO**

TO: Chair William Mrachek and Members of the Personnel Board  
CC: Kerry Lafleur, Town Manager  
Amy Foley, Human Resources Director  
Terri Ackerman, Select Board Liaison to the Personnel Board  
FROM: Kellie A. Hebert, Interim Assistant Town Manager/HR Management Specialist   
DATE: February 7, 2023  
RE: **PROJECT UPDATE: CLASSIFICATION & COMPENSATION STUDY**

The following is an update regarding the status of the Town's Classification and Compensation Study.

**Project Activities/Recap:** Over the past two months, we have been working with GovHR Consultant Joellen Cademartori, the Town Manager and our Senior Managers to develop a Preliminary Classification Plan. The Classification system is based on approximately 200 non-union titles that have been reviewed for accurate job scoring criteria, internal equity, and appropriate grouping for each eligible title under the Personnel Bylaw. Positions were analyzed with respect to pay equity laws and a new factor-based scoring methodology as outlined by the Job Analysis Questionnaires (JAQ's). Many individual meetings were held with department heads to help ensure that the job evaluation factors were consistently and fairly applied across all departments and among similar occupational groups. We remain hopeful that this detailed analysis and thorough review can help to ensure a smooth and timely implementation process.

**Compensation Planning:** Most recently, GovHR compiled and analyzed market survey data from our 28 comparative communities for approximately eighty (80) "benchmark" titles. The Town Manager and Senior Management Team met to review the initial data and has provided feedback to be incorporated into the Town's new plan.

**Recent Project Schedule:**

- January: Reviewed Preliminary departmental Classification system with Senior Managers
- Early February: GovHR submitted preliminary Draft Class & Comp Plan to HR and Town Manager
- February 7<sup>th</sup>: Review of Preliminary Class & Comp Plan with Senior Management Team
- February 17<sup>th</sup>: Deadline for Senior Manager feedback of Preliminary Class & Comp Plan

**Upcoming Activities:**

- February: GovHR receives comments from the Town on the Preliminary Class & Comp Plan
- April: GovHR to begin collection of employee benefits data
- May/June: Updates to job descriptions

A more detailed schedule is attached for your reference. As always, please let me know if you have questions or need more information. I can be reached at 978-318-3013 or via email at [khebert@concordma.gov](mailto:khebert@concordma.gov). Thank you for your continued support for this important project.

**PROJECT SCHEDULE**  
*(As of February 7, 2023)*

**February 8:** Personnel Board Meeting at 5:15pm

Project Update to Personnel Board:

- Share draft employee letter, Review draft application
- Share & review draft timeline; Discuss next steps

ATM MILESTONE: February 13 – Warrant Mailed to Households

**February 17:** Deadline for all feedback from Department Heads; Feedback compiled and reviewed by Town Administration; TBD: General letter sent to employees with invitation to GovHR presentation.

**February 21:** Meet with the Consultant virtually to review any final changes to the classification and compensation plans. TBD: Personalized letters to employees with invite to GovHR Presentation.

**February 22:** GovHR presentation to employees onsite (Personnel Board members are welcome to attend): Discuss the classification and compensation plans; Tables 1, 2, and 3 to be distributed; Explain study methodology, review of tables, outline reconsideration process; GovHR Consultant is available to meet with Personnel Board as requested. Letter to go to employees.

**February 27:** Select Board Public Hearing at 7pm for Articles 4, 5, 6 (Sponsored by Personnel Board)

**March 3:** Employee reconsideration requests due to GovHR; TBD: Deadline for public comments.

**Week of March 6:** GovHR considers employee reconsideration requests; Responses drafted.

**March 8:** Personnel Board Meeting at 5:15pm; Discuss Benefits Review project for GovHR survey;

**Week of March 13 and after:** Draft Final report completed for review; Draft Final Report presented.

**April:** GovHR to begin benefits review & analysis project.

ATM MILESTONES:      April 5 – FinCom Report to Printer  
                                 April 7 – Draft Motions due to Moderator  
                                 April 14 – FinCom Report mailed to households  
                                 April 20 – PowerPoint Slides & Handouts due  
                                 April 30 – Annual Town Meeting

**May:** GovHR to finalize benefits review and deliver Final Report.



**Town of Concord  
Town Manager's Office & Human Resources Department**

**DRAFT - MEMORANDUM**

February 9, 2023

TO: Regular-Status, Non-Union Employees

CC: Amy Foley, Human Resources Director  
Kerry A. Lafleur, Town Manager

FROM: Kellie A. Hebert, HR Project Manager & Interim Assistant Town Manager

RE: **PROJECT UPDATE: CLASSIFICATION & COMPENSATION STUDY**

Over the past few weeks, our project team has worked into the new year to update the Town's Classification and Compensation System. I'm writing to update you about the project and to thank you for your continued support and patience as we get closer to the finish line.

**Recent Accomplishments:** Working with GovHR's President Joellen Cademartori and her consulting team, significant work has been accomplished to date. Approximately 200 non-union titles have been reviewed for accurate job scoring criteria, internal equity, and appropriate classifications for each eligible title within the Personnel Bylaw. Positions were analyzed with respect to pay equity laws and a new factor-based scoring methodology as outlined by the Job Analysis Questionnaires (JAQ's). Multiple meetings and many hours have been dedicated to the project. Individual meetings were held with department heads to help ensure that the job evaluation factors were consistently and fairly applied across all departments and among similar occupational groups. We remain hopeful that this detailed analysis and thorough review will help to ensure a smooth and timely implementation process.

**Compensation Planning:** Most recently, GovHR compiled and analyzed market survey data from our 28 comparative communities for approximately eighty (80) "benchmark" titles. A preliminary compensation plan is now being reviewed by the Town Manager, Human Resources Team and GovHR. The Town Manager and Senior Management Team will meet next week to review the initial data and to provide any feedback and suggested revisions to be incorporated into a proposed plan. Subsequent updates to the preliminary draft documents will be presented to employees and reviewed in alignment with the formal deliberations of the Personnel Board.

**Next Steps:** The Personnel Board will be meeting on Wednesday, March 8<sup>th</sup> to outline next steps and to identify any remaining activities necessary to implement a new plan in Fiscal Year 2024. Employees will be notified about a formal review period and allowed the opportunity to request a review by our GovHR consultants regarding your title's placement into the new plan. Following the employee review process, the proposed classification and compensation plan(s) must be voted by the Personnel Board and forwarded to Town Meeting for legislative approval.

**For More Info:** Additional project updates will be provided as new information becomes available. In the meantime, if you have any questions about the project, please don't hesitate to contact me via email at [khebert@concordma.gov](mailto:khebert@concordma.gov) or on my office phone at 978-318-3013. Thank you.

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## POSITION CLASSIFICATION RECONSIDERATION FORM

Please submit to **XXXX** by **XXXX**

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### TOWN OF CONCORD, MASSACHUSETTS

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*IDENTIFICATION INFORMATION*

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NAME:	JOB TITLE:
NAME OF IMMEDIATE SUPERVISOR:	HIS/HER TITLE:

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Appeals are considered within three categories:

**Internal Equity:** you believe your position has been graded incorrectly compared to other positions in the organization.

**Job Title Recommendation:** you believe the recommended job title for your position should be different.

**Other:** you are appealing an aspect of the study not covered by the two categories above.

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Please select a category for your appeal below and explain your reason(s) for making the appeal. If you are appealing in more than one category, please use the following sections as needed.

CATEGORY:

REASON FOR APPEAL:

.....

CATEGORY:

REASON FOR APPEAL:

.....

CATEGORY:

REASON FOR APPEAL:

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Type your name and the date below, then save this form as a Word document with your last name in the file name and email it to your supervisor. If using a printed copy of this form, sign, and date it and then deliver to your supervisor.

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**EMPLOYEE'S SIGNATURE OR TYPED NAME**

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**DATE**

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**THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD**

Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form, or attach an additional sheet.

Do you agree with the employee's appeal(s)? Please explain.

Type your name and the date below, then email this form to your Department Head (if applicable) or to Human Resources. If using a printed copy of this form, sign, and date it before forwarding.

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**SUPERVISOR'S SIGNATURE OR TYPED NAME**

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**DATE**

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If Supervisor is not a Department Head, Department Head should review this form as well.

I have read the supervisor's comments above and substantially concur.

I have read the above and have the following comments:

Type your name and the date below, then email this form to Human Resources. If using a printed copy of this form, sign, and date it before forwarding.

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**DEPARTMENT HEAD'S SIGNATURE OR TYPED NAME**

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**DATE**

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TOWN OF CONCORD  
TOWN HOUSE  
CONCORD, MA 01742

EXCERPT FOR  
PERSONNEL BOARD

PRESORT STANDARD  
U.S. POSTAGE PAID  
CONCORD, MA  
PERMIT No. 51

\*\*\*ECRWSS\*\*\*  
RESIDENTIAL CUSTOMER  
CONCORD, MA 01742

## WARRANT FOR ANNUAL TOWN MEETING

SUNDAY, APRIL 30, 2023, 1PM\*  
CONCORD-CARLISLE REGIONAL HIGH SCHOOL  
500 WALDEN STREET

### ANNUAL TOWN MEETING PUBLIC HEARING SCHEDULE All at 7:00 P.M. at the Town House and via Zoom

<b>SELECT BOARD</b>	<b>Monday, February 27, 2023</b> (Snow Date: February 28)
<b>FINANCE COMMITTEE</b> Town Budget & Articles including Capital Community Preservation Committee	<b>Wednesday, March 1, 2023</b> (Snow Date: March 2)
<b>PLANNING BOARD</b>	<b>Tuesday, March 7, 2023</b> (Snow Date: March 8)
<b>FINANCE COMMITTEE</b> School Budgets & Articles	<b>Thursday, March 9, 2023</b> (Snow Date: March 14)
<b>FINANCE COMMITTEE</b> Enterprise Fund Budgets & Articles	<b>Wednesday, March 15, 2023</b> (Snow Date: March 16)

*\*And Subsequent Days As Needed*

## 2023 ANNUAL TOWN MEETING

Article #	Article Name	Sponsor	Public Hearing	Page #
1.	Choose Town Officers	Select Board	N/A	1
2.	Hear Reports	Select Board	N/A	1
3.	Meeting Procedure	Finance Committee	FinCom	1
4.	Ratify Personnel Board Classification Actions	Personnel Board	Select Board	1
5.	New Classification & Compensation Plan for Regular-Status Positions	Personnel Board	Select Board	2
6.	Amended Classification & Compensation Plan for Regular-Status Positions	Personnel Board	Select Board	2
7.	Use of Free Cash	Finance Committee	FinCom	9
8.	FY23 Budget Line Item Adjustments	Finance Director	FinCom	10
9.	FY24 Town Budget	Town Manager	FinCom	10
10.	Citizen Petition: DEI Director	Tanya B. Gailus	Select Board	14
11.	Capital Improvement and Debt Plan	Town Manager	FinCom	14
12.	OPEB Trust Fund Appropriation	Finance Director	FinCom	15
13.	OPEB Trust Fund Expense	Finance Director	FinCom	15
14.	Appropriation of Opioid Settlement Funds Received from the State Settlement Fund	Finance Director	FinCom	16
15.	Minuteman Regional Technical High School District Budget	Minuteman Regional School Committee	FinCom	16
16.	Concord-Carlisle Regional High School Budget	CCRHS School Committee	FinCom	17
17.	Concord Public Schools Budget	CPS School Committee	FinCom	17
18.	Concord Public Schools Capital Projects	CPS School Committee	FinCom	18
19.	Concord Public Schools Capital Projects – Fields & Landscaping	CPS School Committee	FinCom	18

The motion made under a financial article will always specify the financing method from among the possible options. The amount of money in the motion may vary slightly up or down from the amount appearing in the Article text, as long as the Moderator determines that it is still in scope.

Most articles require a majority vote, but some articles require a supermajority in accordance with state law. Most zoning articles fit into this category; however, note that the Commonwealth of Massachusetts recently lowered the quantum of vote threshold for articles related to affordable housing, even if there is a zoning impact, from a supermajority to a simple majority vote.

**PUBLIC HEARINGS:** Following publication of the warrant, the Select Board, Finance Committee, and Planning Board host public hearings focused on the articles under their jurisdiction. These hearings provide the best opportunity to learn about and make improvements to articles of interest. Dates, times, and article assignments are included in the following table. You can attend these hearings either virtually or in person. Video recordings of each hearing will also be posted on the Town website.

<b>ANNUAL TOWN MEETING – PUBLIC HEARING SCHEDULE</b>			
<b>Location: Town House Public Hearing Room and via Zoom</b>			
<b>(see meeting agenda for Zoom link)</b>			
<b>Board or Committee</b>	<b>Articles</b>	<b>Time</b>	<b>Date</b>
Select Board	4, 5, 6, 10, 22, 23, 30, 32, 36, 37	7:00 PM	Monday, February 27, 2023
Finance Committee <ul style="list-style-type: none"> <li>• Town-budget-related articles</li> <li>• Town capital articles</li> <li>• Community Preservation Act articles</li> </ul>	1, 7, 8, 9, 11, 12, 13, 14, 25, 26, 27, 28, 29, 43, 44, 45, 46	7:00 PM	Wednesday, March 1, 2023
Planning Board	33, 34, 35	7:00 PM	Tuesday, March 7, 2023
Finance Committee: School budgets and articles	15, 16, 17, 18, 19, 20,	7:00 PM	Thursday, March 9, 2023
Finance Committee: Enterprise funds, budgets and articles	21, 24, 31, 38, 39, 40, 41, 42,	7:00 PM	Wednesday, March 15, 2023

The hosting board or committee runs each session. Proponents present their warrant articles one at a time, typically providing more detail than they would have time to give at Town Meeting. First

**THE COMMONWEALTH OF MASSACHUSETTS  
WARRANT FOR ANNUAL TOWN MEETING 2023  
Sunday, April 30, 2023**

Middlesex, ss.

To any of the Constables of the Town of Concord, in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Concord, qualified to vote at Town Meeting for the transaction of Town affairs, to meet at the Concord-Carlisle Regional High School at 500 Walden Street, in said town, on Sunday, the thirtieth day of April 2023, at 1:00 p.m., by posting a printed copy of this Warrant by you attested, at the Town House and on the Town's website, and mailed to every household at least seven days before the Town Meeting, then and there to act upon the following Articles:

**CHOOSE TOWN OFFICERS**

**ARTICLE 1.** To choose all necessary Town Officers and Committees.

**HEAR REPORTS**

**ARTICLE 2.** To hear and accept the reports of Town Officers and Committees.

**MEETING PROCEDURE**

**ARTICLE 3.** To determine whether the Town will adopt a rule of the meeting governing requirements on Motions and amendments to Motions made at this meeting under Articles concerned with expenditures in order to assure compliance with the requirements of Mass. Gen. Laws c. 59, § 21C (generally referred to as "Proposition 2½"), or take any other action relative thereto.

*The motion to be made by the Finance Committee will specify that every motion to appropriate funds will be required to identify the source of funding. Town Meeting has adopted this meeting procedure for a number of years.*

**RATIFY PERSONNEL BOARD CLASSIFICATION ACTIONS**

**ARTICLE 4.** To determine whether the Town will vote to ratify the Personnel Board's actions to amend the Classification and Compensation Plan as follows, or take any other action relative thereto:

1. Add the title "Environmental Services Coordinator" to Grade MP-3 effective July 1, 2022.
2. Add the title "Chief Technology Officer" to Grade MP-9 effective July 1, 2022.

3. Change the title "Telecommunications Manager" in Grade TM-3 to "Broadband Manager" effective July 1, 2022.
4. Add the title "Communications Manager" to Grade MP-3 effective November 9, 2022.
5. Add the title "Economic Vitality Manager" to Grade MP-4 effective November 9, 2022.
6. Make all other changes to the Classification and Compensation Plan voted by the Personnel Board between January 4, 2023, and the date the 2023 Annual Town Meeting concludes.

*The Town Manager has authority to create and modify positions throughout the fiscal year. Titles and salary ranges are determined using the Town's established classification system. Under the Personnel Bylaw, the Personnel Board is authorized to approve temporary changes in the Classification and Compensation Plan, pending ratification of such actions at the next Town Meeting. Actions already taken appear in the Warrant; if additional actions are taken by the Personnel Board after the close of the Warrant and before the opening of Annual Town Meeting, notice will be filed with the Town Clerk and details will be presented at Town Meeting.*

### **NEW CLASSIFICATION & COMPENSATION PLAN FOR REGULAR-STATUS POSITIONS**

**ARTICLE 5.** To determine whether the Town will vote to adopt a new Classification and Compensation Plan for regular-status Town positions, or take any other action relative thereto:

*In 2022, the Town secured the services of GovHR to conduct a comprehensive analysis of job responsibilities and market data for non-union, regular-status benchmark positions. The objective is to develop a new Classification & Compensation Plan that considers internal pay equity and external competitiveness. The employee and stakeholder review process will continue through the early months of 2023. The Personnel Board will recommend a new Plan that includes updated job titles, classification grades, and pay ranges. The proposed Plan is still in development as of the printing of the Warrant, and specific details will be communicated to voters as available via Personnel Board meeting materials, the Personnel Board's web page, the Select Board public hearing on February 27, 2023, and the Finance Committee Report for FY2024. Any remaining details or amendments not printed in the FinCom Report will be addressed via the Town Meeting motion, and handouts if needed. This article does not determine FY2024 salary increases for individual employees; salary increases are determined after Town Meeting based on the approved budget. In the event that a new Plan effective 7/1/2023 is not moved or not adopted under Article 5, a motion will be made under Article 6 to amend the existing Classification & Compensation Plan.*

### **AMENDED CLASSIFICATION & COMPENSATION PLAN FOR REGULAR-STATUS POSITIONS**

**ARTICLE 6.** To determine whether the Town will vote to amend the existing Classification and Compensation Plan for regular-status Town positions by adopting the following schedules to become effective July 1, 2023, or take any other action relative thereto:

#### **CLASSIFICATION AND COMPENSATION PLAN Effective July 1, 2023**

## ADMINISTRATIVE-CLERICAL

Grade Number & Class Title		Minimum	Mid-Point	Maximum
<b>AC-1</b> Receptionist/Clerk Recreation Clerk	Hourly	19.28	23.19	27.10
<b>AC-2</b> Account Clerk Department Clerk Senior Recreation Clerk Utility Account Clerk	Hourly	21.54	25.90	30.26
<b>AC-3</b> Customer Services Representative Senior Account Clerk Senior Department Clerk	Hourly	24.42	29.36	34.30
<b>AC-4</b> Administrative Assistant Assistant to the Town Clerk Collections Assistant Retirement Assistant Treasury Assistant	Hourly	26.39	31.74	37.08
<b>AC-5</b> Human Resources Assistant Project & Procurement Coordinator Senior Administrative Assistant	Hourly	28.21	33.90	39.59
<b>AC-6</b> Executive Assistant to the Town Manager Finance Assistant Senior Human Resources Assistant	Hourly	29.18	35.08	40.98

## TRADES-CRAFTS-LABOR

Grade Number & Class Title		Minimum	Mid-Point	Maximum
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<b>TCL-1</b> Building Custodian	Hourly	19.03	23.01	26.98
<b>TCL-2</b> Building Maintenance Custodian	Hourly	21.50	25.99	30.47
<b>TCL-3</b> Facilities/Landscape Maintainer Maintenance & Inventory Coordinator Water/Sewer System Maintainer	Hourly	23.66	28.61	33.55
<b>TCL-4</b> Custodial Maintenance Supervisor Equipment/Line Operator Master Craftsperson	Hourly	26.47	32.02	37.57
<b>TCL-5</b> Assistant Public Works Supervisor Crew Leader Licensed Electrician/Skilled Carpenter Senior Master Mechanic Treatment Systems Operator	Hourly	29.30	35.44	41.57
<b>TCL-6</b> Senior Treatment Systems Operator	Hourly	32.92	39.81	46.70
<b>TCL-7</b> HVAC Technician Public Works Supervisor	Hourly	36.50	44.17	51.83

## MANAGERIAL-PROFESSIONAL

*Annual rates are controlling and are based on 52.2 weeks at 40 base hours per week;  
compensation will be prorated for part-time schedules.*

Grade Number & Class Title	Minimum	Mid-Point	Maximum
<b>MP-1</b> Associate Engineer Engineering Technician Library Innovation & Communications Specialist Media Technician Recreation Supervisor Station Manager Tourism & Visitor Services Manager	Annual 52,395	65,716	79,036

<b>MP-2</b>	<b>Annual</b>	<b>59,129</b>	<b>74,159</b>	<b>89,188</b>
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- Administrative & Special Projects Coordinator
- Administrative Manager
- Administrative Projects Manager
- Administrative Systems Analyst
- Assistant Local Inspector
- Assistant Natural Resources Director
- Budget Analyst
- Business Systems Analyst
- Energy Specialist
- Environmental Health Inspector
- Environmental & Regulatory Coordinator
- Facilities Operations Coordinator
- Field Lister
- GIS Technician/Analyst
- Information Systems Technician
- Land Manager
- Office Accountant
- Production Manager
- Public Health Inspector
- Water Conservation Coordinator

<b>MP-3</b>	<b>Annual</b>	<b>69,768</b>	<b>87,506</b>	<b>105,243</b>
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- Assistant Assessor
- Assistant Human Resources Director
- Assistant Public Health Director
- Assistant Public Works Engineer
- Assistant Senior Services Director
- Assistant Town Accountant
- Assistant Town Clerk
- Assistant Treasurer
- Associate Financial Manager
- Childcare Services Manager
- Communications Manager
- Customer Service Supervisor
- Economic Vitality & Tourism Manager
- Energy Conservation Coordinator
- Environmental Services Coordinator
- GIS Program Manager
- Local Inspector
- Management Analyst
- Municipal Archivist/Records Manager
- Operations Manager
- Recreation Programs & Events Manager
- Retirement System Administrator
- Senior Budget & Operations Analyst
- Senior Environmental & Regulatory Coordinator
- Senior Information Systems Technician

Senior Planner

<b>MP-4</b>	<b>Annual</b>	<b>74,588</b>	<b>93,552</b>	<b>112,515</b>
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Assistant Highway & Ground Superintendent  
 Assistant Recreation Director  
 Customer Service Administrator  
 Economic Vitality Manager  
 Environmental Services Program Administrator  
 GIS & Application Integration Program Manager  
 Operations Engineer  
 Public Information & Communications Manager  
 Public Works Engineer

<b>MP-5</b>	<b>Annual</b>	<b>80,231</b>	<b>100,627</b>	<b>121,022</b>
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Assistant Library Director  
 Assistant Town Engineer  
 Budget & Purchasing Director  
 Deputy Treasurer/Collector  
 Director of Sustainability  
 IT Operations Manager  
 Financial Manager/Accountant  
 Natural Resources Director  
 Police Lieutenant  
 Public Health Director  
 Senior Services Director  
 Town Clerk  
 Town Planner

<b>MP-6</b>	<b>Annual</b>	<b>93,161</b>	<b>116,843</b>	<b>140,525</b>
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Assistant Fire Chief  
 Building Commissioner  
 Facilities Director  
 Highway & Grounds Superintendent  
 Police Captain  
 Recreation Director  
 Town Accountant  
 Town Assessor  
 Town Engineer  
 Water/Sewer Superintendent

<b>MP-7</b>	<b>Annual</b>	<b>101,242</b>	<b>126,980</b>	<b>152,717</b>
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Director of Planning & Land Management  
 Human Resources Director  
 Library Director

<b>MP-8</b>	<b>Annual</b>	<b>112,794</b>	<b>141,469</b>	<b>170,143</b>
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Assistant Town Manager  
 Chief Information Officer  
 Fire Chief  
 Police Chief  
 Public Works Director

<b>MP-9</b>	<b>Annual</b>	<b>123,616</b>	<b>155,044</b>	<b>186,471</b>
Chief Financial Officer Chief Technology Officer Deputy Town Manager				

## ELECTRICAL LABOR

<u>Grade Number &amp; Class Title</u>		Minimum	Mid-Point	Maximum
<b>EL-1</b>	<b>Hourly</b>	<b>20.97</b>	<b>25.37</b>	<b>29.76</b>
<i>(Reserved for future use)</i>				
<b>EL-2A</b>	<b>Hourly</b>	<b>27.26</b>	<b>32.98</b>	<b>38.69</b>
Meter Technician				
<b>EL-2B</b>	<b>Hourly</b>	<b>28.85</b>	<b>34.90</b>	<b>40.94</b>
Lineworker, Grade 3				
<b>EL-3A</b>	<b>Hourly</b>	<b>34.61</b>	<b>39.12</b>	<b>43.62</b>
Utility Electrician				
<b>EL-3B</b>	<b>Hourly</b>	<b>36.63</b>	<b>41.40</b>	<b>46.16</b>
Lineworker, Grade 2				
<b>EL-4</b>	<b>Hourly</b>	<b>45.45</b>	<b>51.41</b>	<b>57.36</b>
Lineworker, Grade 1				
<b>EL-5</b>	<b>Hourly</b>	<b>47.61</b>	<b>53.83</b>	<b>60.05</b>
Lead Lineworker				
<b>EL-6</b>	<b>Hourly</b>	<b>51.27</b>	<b>57.97</b>	<b>64.66</b>
Line Supervisor				

## ELECTRICAL MANAGEMENT

*Annual rates are controlling and are based on 52.2 weeks at 40 base hours per week;  
compensation will be prorated for part-time schedules.*

<u>Grade Number &amp; Class Title</u>		Minimum	Mid-Point	Maximum
<b>EM-1</b>	<b>Annual</b>	<b>71,624</b>	<b>85,964</b>	<b>100,304</b>
Meter Supervisor Senior Engineering Technician				
<b>EM-2</b>	<b>Annual</b>	<b>96,873</b>	<b>116,223</b>	<b>135,573</b>
Electrical Engineer				
<b>EM-3</b>	<b>Annual</b>	<b>104,077</b>	<b>124,931</b>	<b>145,784</b>
Lead Electrical Engineer				

<b>EM-4</b> Power Supply & Rates Administrator	Annual	121,604	145,902	170,199
<b>EM-5</b> Assistant CMLP Director	Annual	127,685	153,197	178,708
<b>EM-6</b> CMLP Director	Annual	147,259	176,761	206,263

### MEDIA SPECIALISTS

<u>Grade Number &amp; Class Title</u>		Minimum	Mid-Point	Maximum
<b>MS-1</b> Education Coordinator Lead Producer	Hourly	19.96	26.62	33.28

### SWIM & FITNESS

<u>Grade Number &amp; Class Title</u>		Minimum	Mid-Point	Maximum
<b>SF-1</b> Swim/Fitness Specialist	Hourly	15.00	39.97	64.93

### HUMAN SERVICES

<u>Grade Number &amp; Class Title</u>		Minimum	Mid-Point	Maximum
<b>HS-A</b> Human Services Assistant	Hourly	15.00	23.74	32.47
<b>HS-1</b> Human Services Specialist	Hourly	17.32	33.01	48.70
<b>HS-2</b> Child Care/Education Specialist	Hourly	17.32	31.39	45.45

### TELECOMMUNICATIONS TECHNICIANS

<u>Grade Number &amp; Class Title</u>		Minimum	Mid-Point	Maximum
<b>TT-1</b> Telecommunications Technician	Hourly	32.57	38.26	43.95
<b>TT-2</b> Senior Telecommunications Technician	Hourly	37.22	43.75	50.28
<b>TT-3</b> Lead Telecommunications Technician	Hourly	39.09	45.95	52.81

### **TELECOMMUNICATIONS MANAGEMENT**

*Annual rates are controlling and are based on 52.2 weeks at 40 base hours per week; compensation will be prorated for part-time schedules.*

<u>Grade Number &amp; Class Title</u>		Minimum	Mid-Point	Maximum
<b>TM-1</b> Network Administrator	Annual	81,744	96,012	110,279
<b>TM-2</b> Network Engineer Telecommunications Coordinator	Annual	93,113	109,427	125,741
<b>TM-3</b> Broadband Manager	Annual	107,605	126,446	145,286

*Article 6 provides for annual adjustments of the Classification & Compensation Plan to help keep Town salaries competitive in the employment market, ensure internal equity of salary ranges, maintain comparability with salaries of unionized employees, and keep pace with changes in the cost of living. This article does not determine FY2024 salary increases for individual employees; salary increases are determined after Town Meeting based on the approved budget. Article 6 is presented as a contingency plan in the event that a new Plan effective 7/1/2023, based upon the study by GovHR of non-union regular-status positions commissioned by the Town in 2022, is not moved or not adopted under Article 5.*

### **USE OF FREE CASH**

**ARTICLE 7.** To determine whether the Town will vote to transfer from Free Cash the sum of \$1,000,000, or any other sum, to be used by the Board of Assessors to reduce the tax levy for the fiscal year ending June 30, 2024, or take any other action relative thereto.

*This article seeks Town Meeting approval to allocate a portion of the available General Fund balance to support the FY2024 budget. The proposed amount is consistent with the Finance Committee's FY2024 Guideline Budget Plan.*

## **Senior Administrative Assistant**

Department: Finance/Administration  
Reports To: Chief Financial Officer  
Appointed By: Town Manager

Salary Grade: **AC-5 (Recommended)**  
FLSA Status: Hourly  
Date: **DRAFT** January 2023

### **GENERAL SUMMARY:**

Under the general supervision of the Chief Financial Officer (CFO), provides a wide variety of complex and routine administrative support to the CFO, Finance and Accounting Department and the Facilities Department; Duties require a high level of competence in utilizing technology and communicating verbally and in writing. Performs moderately difficult office tasks requiring initiative and independent judgment in the application of prescribed policies, procedures, and methods and in working directly with officials, Town staff, and customers. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations (and in certain instances town-wide operations) and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of detail, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

### **ESSENTIAL JOB FUNCTIONS:**

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.*

- ◆ Provides administration and secretarial support to the following: Finance Committee, Trustee of Town Donations, Financial Audit Advisory Committee, CFO, Facilities Director and associated Department staff. Creates, edits and distributes a variety of Department documents including reports, postings, notices minutes, and correspondence. Maintains filing systems. Checks, sorts, records and files various materials. Maintains calendars for the Department. Updates and maintains Finance and Facilities Department webpages on the Town's website.
- ◆ Arranges for Finance Committee, Trustee of Town Donations and Financial Audit Advisory Committee meetings as assigned. Prepares agendas, meeting notices, board motions, minutes, correspondence, committee member appointment records, information packets and visual aids. Reserves space, arranges meeting rooms and posts related materials on the Town website. Coordinates meeting broadcasts with MMN, Greets and assists the public, employees, and vendors in person, on the phone, and via email; gathers information, answers general questions, supplies information relating to the policies, rules and regulations of the Department, and directs more complicated questions to other professional staff or departments as appropriate to the circumstances.
- ◆ Assists in carrying out organizational and communication tasks on behalf of committees that work directly with the Chief Financial Officer, including the Finance Committee, Financial Audit Advisory Committee and the Trustees of Town Donations. Prepares meeting packets and agendas and ensures proper posting in a timely fashion. Prepares meeting minutes as assigned.
- ◆ Receives, processes, reconciles and maintains files for all Town gift accounts, including accounting and reporting of a large volume and variety of funds; prepares necessary documents and correspondence for gift acceptance, approvals and acknowledgments. Assists in monthly reconciliation of Trustee of Town Donations accounts.
- ◆ Prepares and processes documents related to procurement and payables for all aspects of the Finance Department and Facilities Department using municipal financial software. Prepares payment/bill schedules;

### *Senior Administrative Assistant (Finance Administration)*

codes, tracks and monitors expenses to insure they are within allocated amounts; ensures products or services purchased have been received; prepares and monitors requests for quotes, contracts and purchase orders; Tracks invoices related to utility expenses across all town departments and buildings, follows up on missing invoices as well as examines and questions significant variances within monthly invoices.

- ◆ Maintains, organizes, and updates all Facilities capital projects plans and spreadsheets to maintain accurate records within town-wide software systems. Uses knowledge and common sense to apply financial policies and procedures relative to state and local procurement regulations; seeks assistance from supervisors when exceptions to procedures arise. Responsible for electronically sending plans and specifications for bids to all requesting vendors, maintains list for all bids. Records quotes from Vendors for IFB openings. Submits all Vendor Names to the Secretary of the Commonwealth of Mass. - Central Register.
- ◆ Maintains records related to Finance and Facilities budgets; compiles and updates budget details, accounts and summaries; monitors expenditures and balances within accounts; assists CFO and Facilities Director with preparation of annual budget; prepares monthly, annual and quarterly reports.
- ◆ Calculates and prepares bi-weekly payroll and personnel records for all members of Finance/Accounting and Facilities related to sick leave, holiday leave and vacations. Prepares payroll detail worksheets and payroll summary authorizations, prepares change of status forms;
- ◆ Organizes, prepares, and places supply orders for the Accounting/Finance Department. Working with the Custodian Supervisor, tracks and prepares orders across all Town buildings for custodial supplies. Ensures proper procurement is adhered to and that supplies are delivered as required to Town Departments. Responsible for organizing and maintaining accurate records of all Facilities maintenance supplies and orders, reconciles purchase slips to invoices and ensures timely encumbrances and payments. Monitors all vendors to ensure procurement limits are followed and adhered to for all facilities purchases.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

#### **SUPERVISORY RESPONSIBILITY:**

None.

#### **EDUCATION & EXPERIENCE:**

Associate degree or two-year college certificate in a related field and three or more years of increasingly responsible experience in a related administrative capacity, including customer service, clerical and secretarial work, website/design work, communications, etc.; or any equivalent combination of education and experience. Municipal experience, and education or training in website development, graphic design, or other technological processes, preferred.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Thorough working knowledge of office procedures, practices and terminology. Knowledge of basic bookkeeping techniques. Knowledge of municipal government and its operations as well as state and local laws related to the position. Familiarity with rules, laws, procedures, regulations, etc. pertinent to local government and the operations of the Department helpful.

## *Senior Administrative Assistant (Finance Administration)*

Excellent interpersonal skills; ability to communicate effectively both verbally and in writing; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with officials, volunteers, and coworkers. Ability to apply discretion to communications and to maintain confidential information.

- ◆ Ability to compose correspondence and to prepare, type and proofread reports as to form and logic flow. Ability to maintain detailed budget accounts, financial records and clerical records.
- ◆ Thorough working knowledge of office procedures, practices and terminology. High level of technological skill, including those skills related to website design. Familiarity with photo editing software, HTML and .PDF conversion techniques. Proficiency using Microsoft Office Suite, accounts payable, and other related software applications.
- ◆ Ability to work independently and with a high level of detail, to prioritize multiple tasks, and to deal effectively with interruptions; ability to identify and analyze complex issues and to develop appropriate recommendations.
- ◆ Strong time management and organizational skills; ability to work accurately and efficiently with a high level of detail; ability to prioritize work, deal effectively with interruptions and effectively perform multiple tasks independently within deadlines.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a quiet work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, keyboard, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## **Administrative and Operations Supervisor**

Department: Human Services; Senior  
Reports To: Senior Services Director  
Appointed By: Town Manager

Services Division Salary Grade: **TBD**  
FLSA Status: Exempt  
Date: **DRAFT February 7, 2023**

### **GENERAL SUMMARY:**

Under the general supervision of the Senior Services Director, performs professional, administrative, and supervisory work in assisting the Director with the financial management, supervision, and operations of the Town's Senior Service Division. Assists the director in overseeing the management and facility operations within the Harvey Wheeler Community Center (HWCC). Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Exercises significant initiative, creativity and self-regulating judgement in the oversight, administration and execution of the division's programs and services. Employee is required to work independently in formulating decisions regarding policies, procedures, operations and plans for all areas of responsibility.

### **ESSENTIAL JOB FUNCTIONS:**

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

- ◆ Assists Director in the creation of the Division and Building budgets for Town Meeting adoption; contributes to the creation and presentation of warrant articles related to Senior Services in Town.
- ◆ Applies for and manages grant programs, pioret programs and other financial offerings which work to offset the costs of the division's operations.
- ◆ Calculates and prepares bi-weekly payroll for the division; maintains personnel records related to sick leave, holiday leave and vacations; retirement; calculates special payments and allowances. Prepares payroll detail worksheets and payroll summary authorizations; prepares change of status forms.
- ◆ Coordinates and assists with the execution and financial stability of the COA's weekly luncheon; holds a valid ServSafe certificate.
- ◆ Evaluates and documents program and division successes and monitors offerings for future enhancement and grant opportunities.
- ◆ Must be able to respect and preserve confidentiality. Has access to division related confidential and or sensitive information about clients, families and staff. Manage CORI processing, and approvals.
- ◆ Coordinates the senior Van service. Oversees the maintenance needs of the vehicles. Assists the director in plans for the regular replacement of vehicles.

- ◆ Provides supervision and editorial oversight for the monthly newsletter and other forms of communication intended for the general public including both print and social media, cable TV and page on Town Website.
- ◆ Prepares reports for all incidents and accidents on the COA/HWCC property.
- ◆ Creates and maintains a master maintenance and service schedule for HWCC equipment and custodial services. Authorizes and submits maintenance a repair requests on facilities software.
- ◆ Provides any other services as needed as assist the implementation of COA programs.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

**SUPERVISORY RESPONSIBILITY:**

Directly supervises the activities and performance of, and provides functional oversight to, administrative, transportation and custodial staff and related volunteers. Is accountable to the Director for the direction and the success of the centers administrative and operational functions. Carries out supervisory responsibilities in accordance with the Concord's policies and applicable laws. Responsibilities include interviewing and training employees; making recommendations regarding selection, discipline and coaching, planning, assigning, and directing work; evaluating performance and recommending pay increases; addressing complaints and resolving problems.

**EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

- ◆ Associate degree or two-year college certificate; training in secretarial science or business administration preferred.
- ◆ Five years of progressively responsible administrative experience; or equivalent combination of education and experience; municipal experience preferred.
- ◆ Employment in this position is contingent upon CORI (Criminal Offender Record Information) review.

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Excellent interpersonal skills; ability to communicate effectively both verbally and in writing; ability to effectively deal and all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers, ability to maintain confidentiality and sensitivity in conversations.
- ◆ Thorough working knowledge of office procedures, practices, and terminology. High level of technological skill in the use of office and data processing equipment and software. Knowledge of bookkeeping techniques. Proficiency in utilizing a variety of computer software systems, including word-processing, spreadsheet, and database applications.

◆ Ability to work with high level of detail; ability to prioritize multiple tasks and deal effectively with interruptions; ability to work independently and accomplish tasks despite frequent interruptions; ability to identify and analyze complex issues and to develop appropriate recommendations.

◆ Ability to develop and retain a working knowledge of the roadway system throughout the Town of Concord

◆ Ability to maintain clerical records.

◆ Ability to maintain and respect confidentiality.

◆ Strong written communication skills.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, keyboard, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change*

## Environmental Health and Safety Manager

Department: Public Works  
Reports To: Public Works Director  
Date: **DRAFT** February 2023

Salary Grade: **TBD**  
FLSA Status: **Exempt**

### GENERAL SUMMARY:

Under the general supervision of the Public Works Director, manages all aspects of public works environmental, health and safety (EHS) programs including; maintaining EHS permits and licenses, performing required inspections and investigations, gathering and analyzing data for reports, related software management, providing and developing training, assembling metrics and supporting sustainability initiatives as core responsibilities. A strong focus will be placed on EHS project and program ownership. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

### ESSENTIAL JOB FUNCTIONS:\*

- ◆ Manage and direct all applicable EHS programs in order to ensure compliance with EHS regulations and industry standards including but not limited to US EPA, US OSHA, Fire Department, and Massachusetts Department of Environmental Protection (DEP)
- ◆ Provides EHS specific training (i.e. OSHA, Right to Know, RCRA, Oil SPCC, Universal Waste) to the Department through classroom, on-line training and coordinate third party training..
- ◆ Acquire and maintain EHS related permits and other regulatory documentation for the Department. This includes the preparation and submission of regulatory documentation
- ◆ Serves as a coordinator for the Department's safety committee and may serve as a liaison to the Town's Emergency Management Group
- ◆ Supervises the hazardous waste and universal waste collection and disposal program on campus
- ◆ Develop and manage department job hazard analysis (JHA's) and job safety analysis (JSA's).
- ◆ Oversees and manages required facility inspections, program audits, and other environmental health and safety-related inspections by regulatory agencies having jurisdiction (i.e., OSHA, EPA, Mass DEP, Health Division, etc.)
- ◆ Directly responsible for the management of assigned budgets and resources to ensure accurate monitoring, tracking, analysis, and forecasting conducted to ensure successful performance.
- ◆ Serves as the primary liaison with regulatory agencies having jurisdiction as related to EHS requirements
- ◆ Maintain a current and comprehensive knowledge of regulatory EHS standards, best practices and requirements; identify; new and emerging regulatory requirements
- ◆ Keep Department leadership apprised of regulatory issues and risks
- ◆ Maintain and update workplace EHS programs and procedures in accordance with all applicable requirements and guidelines
- ◆ Oversee EHS related third-party consultants and contractors.
- ◆ Maintain SDS Books and maintain centralized SDS database.
- ◆ Maintain and distribute personal protective equipment including respirators, hearing protections, hard hats, safety glasses, and fall protection ect.
- ◆ Writes grant applications, coordinates receipt of grant awards and administers grants for EHS related funding

## *Environmental Services Program Administrator*

- ◆ Maintains environmental files and submits required forms and data sheets to DEP including but not limited to the Department's Solid Waste and Recycling Program, Universal Waste Collection Program, "Oil" Spill Prevention and Countermeasure Plan (SPCC), Hazardous materials - Tier II, Oil Storage and Release Program...) Ensure that all EHS related incidents are reported and investigated to determine causes. Help establish and implement corrective actions and make recommendations for areas needing improvement. Track corrective actions to closure
- ◆ Lead and assist with internal audit inspections related to the EHS program requirement
- ◆ Gather and manage data related to the EHS programs; assemble, analyze and deliver the data for reports to State or Federal agencies.
- ◆ Performs other related duties as required, directed or as the situation dictates
- ◆ Regular attendance at the workplace is required.
- ◆ Support municipal solid waste and recycling program and related initiatives
- ◆ Support department sustainability initiatives

### **SUPERVISORY RESPONSIBILITY:**

Directly supervises the activities and performance of and provides functional oversight to one Administrative Assistant. Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION & EXPERIENCE:**

- ◆ BS/BA required in technical discipline: Engineering, safety, industrial hygiene, environmental studies, life science or similar field.
- ◆ Possession of a valid motor vehicle operator's license.
- ◆ First Aid/CPR/AED Certified
- ◆ A minimum of 4-6 years in the EHS field
- ◆ Professional certification and/or Master's Degree in related field desired.

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Detailed knowledge of occupational health and safety sciences
- ◆ Knowledge and experience working within applicable federal, state and local safety laws and regulations, including awareness of current issues that may impact functional responsibilities;
- ◆ Demonstrated independent judgment, collaborative leadership, and strong problem-solving abilities and the ability to quickly change priorities, which may include or are subject to resolution of conflicts; and
- ◆ Demonstrated ability to work successfully with a broad variety of individuals and groups across organizational lines.
- ◆ Proficient in working with various software programs
- ◆ Working knowledge of recycling and solid waste programs, technology, vendors, federal and state environmental regulations.
- ◆ Ability to comprehend, analyze and apply technical information as it relates to recycling and solid waste, and to develop and present appropriate recommendations using such information.
- ◆ Ability to foster and promote cooperative relations with residents, commercial establishments, institutions, volunteer groups and other town employees.
- ◆ Ability to communicate effectively and efficiently verbally and in writing.
- ◆ Ability to work effectively under time constraints to meet deadlines.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, keyboard, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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