

**TOWN OF CONCORD PERSONNEL BOARD
AGENDA**

Wednesday, February 15, 2023

3:00 p.m.

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

<https://us02web.zoom.us/j/84437302978?pwd=UjA5OTIyeDlvdXh4QmVTOU4vVFd4dz09>

Dial: 833 548 0282 US Toll-free

Meeting ID: 844 3730 2978

Passcode: 335355

- 1. Call to Order**
- 2. Classification & Compensation Study**
 - Review critical dates/timeline
 - Preparation for February 27th Public Hearing
 - Consider approach for Personnel Board's:
 - review of Plan recommended by GovHR
 - determination of what to recommend to Town Meeting
 - communications with employees & the public
- 3. 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 (Personnel Board articles to be presented)
 - Finance Committee: 3/1/23 @ 7:00 pm

Town of Concord
Classification and Compensation Study

Project Schedule

(Last Revised: 2/15/23)

Who:	Day:	Date:	Type:	Description:	PBrd:	Status:
		August	Launch	GovHR leads a preliminary conversations with the Town to discuss the study timeline, job analysis questionnaire, employee letter, comparable communities for compensation review, study documents, and study expectations. Town distributes Employee Letter to Town Employees participating in the study.		Complete
HR		Aug. 10	Communication	Memo to Employees: Announcement of Study		Complete
HR		Aug. 24	Communication	Memo to Employees: Meeting Schedule, Explanation of Study, JAQ		Complete
HR		Aug. 30	Communication	Job Descriptions: Current JD distributed to each employee for review/comment		Complete
		Aug31-Sep8	GovHR Mtg	Employee Orientation Meetings with GovHR: Explain study process	Opt	Complete
PB		Sep. 7	PB Mtg	Personnel Board: - Discuss criteria for Comparable Communities & Benchmark Positions - Discuss metrics for comp & GovHR Scoring Methodology		Complete
		Sep. 9	Communication	Recording of Orientation Meeting distributed		Complete
		Sep. 19	Deadline	Employees: Completed Job Analysis Questionnaire & job description to supervisor		Complete
		Sep. 26	Deadline	Supervisors: Comments on JAQs/Descriptions to department head		Complete
		Oct. 3	Deadline	Senior Manager: Comments on JAQs/Descriptions to project team		Complete
PB		Oct. 13	PB Mtg	Personnel Board: Discuss selection of Comparable Communities		Complete
		Oct31-Nov4	GovHR Mtgs	GovHR meetings with individual employees re their position		Complete
		Oct. 31		GovHR begins gathering market data		Complete
HR		Nov. 7	Update	Project Update to Personnel Board for Nov. 9th Meeting Packet		Complete
PB		Nov. 9	PB Mtg	Personnel Board: Discuss Personnel Bylaw & Warrant Articles		Complete
PB		Nov. 17	PB Mtg	Personnel Board: Discuss Warrant Articles to amend Personnel Bylaw		Complete
		Nov. 28	Deadline	GovHR: Provide preliminary job analysis to project team		Complete
PB		Nov. 30	PB Mtg	Personnel Board: Discuss Warrant Articles to amend Personnel Bylaw - Project/Progress Update by Joellen Cademartori, CEO, GovHR		Complete
		Nov30-Dec9		Meetings w/GovHR to review JAQ and interview findings		Complete
HR	Mon	Dec. 5	Update	Human Resources Update to Personnel Board inc. Class Comp Project		Complete

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PB	Wed	Dec. 7	PB Mtg	Personnel Board: - Discuss Personnel Bylaw & Possible Amendments/Warrant Articles - Discuss Select Board comments; Update on Project & Job Descriptions		Complete
HR	Fri	Dec. 9	Update	Project Update Memo to Employees		Complete
		Dec12-Jan9		HR: Meetings w/Sr.Managers, TwnMgr, GovHR to review scoring, factors, discrepancies, missing info & review proposals to restructure positions		Complete
PB	Wed	Dec. 14	PB Mtg	Personnel Board: Project Update, Next Steps for Class/Comp Study - Discuss possible Warrant Article(s) to amend Personnel Bylaw		Complete
HR	Thu	Dec. 15	Submittal	Rough Draft of Classification Warrant Articles sent to Moderator		Complete
HR	Fri	Dec. 16	Deadline	Draft Warrant Articles Due		Complete
	Tue	Dec. 20	Meeting	Consultation w/Moderator re Warrant Articles (Bill, Liz, Amy, Terri, Kerry)		Complete
PB	Wed	Dec. 21	PB Mtg	Personnel Board: Project Update, Next Steps for Class/Comp Study - Approved Warrant Article: Ratification of Personnel Board Actions - Approved Warrant Article: Classification & Compensation Plan		Complete
PB	Wed	Jan. 4	PB Mtg	Personnel Board: Project Update, Next Steps for Class/Comp Study		Complete
HR	Wed	Jan. 4	Deadline	Warrant Articles Due		Complete
			Deadline	HR: Send analysis/data from management review to GovHR		Complete
	Tue	Jan. 17	Meeting	Draft Warrant Review w/Moderator (HR&PBChair)		Complete
		Jan. 18	Meeting	GovHR On-site w/HR&TMgr		Complete
Gov	Fri	Feb. 3	GovHR Mtg	GovHR Meeting with HR/TM: Preliminary Class Plan		Complete
Gov	Mon	Feb. 6	Deadline	GovHR Updates to the Preliminary Plan for SMT Mtg		Complete
Gov	Tue	Feb. 7	SMT Mtg	SMT Meeting: GovHR Presentation of Preliminary Plan		Complete
PB	Wed	Feb. 8	PB Mtg	Personnel Board: Project Update, Timelines & Next Steps		Complete
HR	Fri	Feb. 10	Update	Project Update Memo & Save-the-Date to Employees		Complete
PB	Wed	Feb. 15	PB Mtg	PERSONNEL BOARD MEETING: Working Session (3-5pm) - Project Schedule/Timeline/Milestones - Employee Communications - Preparation for 2/27 Public Hearing Presentation	Quorum	Confirmed
HR	Wed-Fri	Feb. 15-17	Deadline	Communication(s) to Employees for GovHR Presentations on 2/21		
HR	Fri	Feb. 17	Deadline	SMT Feedback Due to GovHR		
	Mon	Feb. 20	FYI	Holiday - Town Offices Closed		
Gov	Tue	Feb. 21	PB Prep	GovHR/PBrd Rep Prepare Hearing Presentation (11:30am-2:30pm)	Rep	Confirmed
Gov	Tue	Feb. 21	Emp Mtg	Employee Meetings: GovHR presents Preliminary Class Plan (10am/3pm)	Opt	Confirmed
	Tue	Feb. 21	Deadline	TBD: Letters out to all Employees with proposed Title & Grade		

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	Tue	Feb. 21	Deadline	Circulate proposed Class Plan to Personnel Board, on web		
	Thu	Feb. 22	Milestone	Employee Review Period Opens (Full period is 2/22 to 3/3)		
HR	Fri	Feb. 24	Deadline	Presentation Slides Due for Public Hearing (9am)		
PB	Mon	Feb. 27	SB Mtg	Public Hearing (Select Board) @ 7pm: Presentation of Art. 4, 5, 6	Rep/Opt	Confirmed
	Tue	Feb. 28	FYI	<i>Snow date for Public Hearing (if needed)</i>	Rep/Opt	
	Wed	Mar. 1	FC Mtg	Public Hearing (Finance Com): Town Budget; not hearing PBrd articles	Opt	
	Fri	Mar. 3	Deadline	Employee Review Period Closes - Requests for Reconsideration Due		
Gov	Mon	Mar. 6	Deadline	GovHR Begins Evaluation of Employee Requests & Public Comments		
PB	Wed	Mar. 8	PB Mtg	PERSONNEL BOARD MEETING @ 5:15pm: <ul style="list-style-type: none"> - Consider Prelim Classification Plan (titles/grades) - Receive summary of employee review requests submitted - Consider public comments received - TBD: GovHR <i>overview of market & salary range development</i> 	Quorum	Confirmed
Gov	Mon	Mar. 13	Deadline	Complete GovHR/HR review of reconsideration requests		
	Tue	Mar. 14	SMT Mtg	SMT Meeting: Review GovHR's recommended Classification changes		
PB	Wed	Mar. 15	PB Mtg	PERSONNEL BOARD MEETING <ul style="list-style-type: none"> - Discuss GovHR recommended changes to Class Plan - GovHR to present <i>Proposed Compensation Plan (Salary Ranges)</i> 	Quorum	Tentative
	Thu	Mar. 16	Deadline	Employee Memo & Public Web Posting: Proposed Salary Ranges		
	Thu	Mar. 16	Milestone	Employee/Public Review & Comment Period on salary ranges begins		
PB	Wed	Mar. 22	PB Mtg	PERSONNEL BOARD MEETING <ul style="list-style-type: none"> - Discuss proposed salary ranges - Consider employee & public comments on salary ranges - Consider whether to print Plan in Fin Com Report (Due 3/31; can amend via TMtg motion) 	Quorum	Tentative
	Fri	Mar. 25	Deadline	Employee Comment Period on Salary Ranges Ends		
	Mon	Mar. 27	SB Mtg	FYI: Select Board - Last oppty. to vote recommendations for FinCom Rpt		
PB	Wed	Mar. 29	PB Mtg	PERSONNEL BOARD MEETING <ul style="list-style-type: none"> - Continue consideration of salary ranges based on employee & public comment - Last oppty: vote whether to print Plan in Fin Com Report (Due 3/31) <i>Note: Plan printed in Report can be amended via TMtg motion</i> - Alternative action: provide Plan via TMtg motion/handout (post in advance) - Discuss methods for placing employees in new ranges 	Quorum	Tentative

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HR	Fri	Mar. 31	DEADLINE	Proposed Plan due for FinCom Report (otherwise, TMtg motion handout)		
PB	Wed	Apr. 5	PB Mtg	PERSONNEL BOARD MEETING @ 5:15pm: <ul style="list-style-type: none"> - Continue consideration of Class & Comp Plan based on employee & public comment - Last opportunity to vote on draft motions (Due 4/7) - Discuss presentation slides & handouts for Town Meeting - Discuss methods for placing employees in new ranges 	Quorum	Tentative
			Deadline			
HR	Fri	Apr. 7	DEADLINE	Draft Motions Due @ 5pm (to TMO for Legal Review)		
	Mon	Apr. 10	SB Mtg	FYI: Select Board - Last Oppty. to Vote recommendations before TMtg		
PB Gov	Wed	Apr. 12	PB Mtg	PERSONNEL BOARD MEETING @ 5:15pm: <ul style="list-style-type: none"> - TBA: GovHR Presentation of Final Class/Comp Report - Discuss methods for placing employees in new ranges - Discuss amendments (if any) to the proposed Class & Comp Plan - Ready for vote? - Discuss presentation slides & handouts for Town Meeting - Ready for finalization? 	Quorum	Confirmed Tentative
PB	Fri	Apr. 14	Meeting	Moderator's Coordination Meeting @ 9am: For Article Sponsors (1 PBrd Rep)	Rep	
	Mon	Apr. 17	FYI	Holiday - Town Offices Closed		
PB	Wed	Apr. 19	PB Mtg	PERSONNEL BOARD MEETING @ 5:15pm: <ul style="list-style-type: none"> - Finalize Personnel Board's recommendations to Town Meeting - Finalize presentation slides & handouts for Town Meeting 	Quorum	Tentative (if needed)
			Deadline			
			Deadline			
HR	Thu	Apr. 20	DEADLINE	ATM Presentation Slides & Handouts Due @ 5pm		
PB	Wed	Apr. 26	PB Mtg	PERSONNEL BOARD MEETING @ 5:15pm: <ul style="list-style-type: none"> - Only to be held if needed 	Quorum	Tentative (if needed)
PB	Sun	Apr. 30	Town Mtg	TOWN MEETING @ 1pm - Concord Carlisle High School <ul style="list-style-type: none"> - Personnel Board Rep to present & respond to questions - Consider whether Personnel Board quorum in attendance for action at TMtg 	Rep/Opt	Confirmed