

**TOWN OF CONCORD PERSONNEL BOARD**

**AGENDA**

**Wednesday, August 9, 2023**

**5:15 p.m.**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84378947352?pwd=NEVpaVIZUWJ4OWNzdUxQb01xbjZvQT09>

Meeting ID: 843 7894 7352

Passcode: 410528

1. **Call to Order**
  
2. **Approval of Minutes**
  - July 12, 2023
  
3. **Election of Officers for the Personnel Board**
  
4. **Interim Human Resources Director's Report**
  
5. **Discussion of Personnel Board Charge**
  
6. **Adjournment**

Meeting materials will be available at: [www.concordma.gov/PersonnelBoard](http://www.concordma.gov/PersonnelBoard)

- Minutes of July 12, 2023

TOWN OF CONCORD PERSONNEL BOARD

DRAFT MINUTES

Wednesday, July 12, 2023 5:15 p.m.

Zoom Video Conference Only Join Zoom Meeting

<https://us02web.zoom.us/j/89912262198?pwd=YWRSY0UyREc5VmgyK3I2VHloa21NZz09>

Meeting ID: 899 1226 2198 Passcode: 922275

Meeting materials will be available at: [www.concordma.gov/PersonnelBoard](http://www.concordma.gov/PersonnelBoard)

Attendees: Personnel Board Members: Kate Ryan, Liz Cobbs, Joe Emeric [Absent: Bill Mrachek, Pamela Talbot] HR Director: Kimberly Crum, Department leads (to present on job descriptions).

**1. Call to Order:**

- Liz Cobbs called the Personnel Board Meeting to order at 5:23pm. Roll call was called as the meeting was held only on zoom [present: Kate Ryan, Joe Emeric]. With three members of the Board present, the quorum requirement was met.

**2. Approval of Minutes:**

- June 14, 2023, meeting minutes were approved, after typing mistake is rectified (note on typo: Joe Emeric and Bill Mrachek both present).
- Joe: Motion to approve; Kate: Second. Agreement with the motion: Liz, Joe, Kate.

**3. Election of Officers for the Personnel Board:**

- After confirmation that it was within the ByLaw and Policies, Personnel Board agreed to delay election of officers until next meeting, when it is expected that more members of the Board will be present.

**4. Compensation & Classification Study Implementation Update: *discussion only***

- HR Director Kimberly Crum provided an update of the implementation of the C&C plan that was initiated as of July 1<sup>st</sup>, with first payroll under the new system sent out this week.
- Recognized that challenges to get there on time were present, but that with very hard work, long hours and very positive and collaborative support from all departments, the new plan went forward on time.
- Before July 1, each employee received a personal electronic letter outlining their new grade and pay scale. These letters were coordinated with excellent support from the HR team so that they were sent out through an electronic system to unify timing of these communications.

- Challenges included some discrepancies with earlier communications on new grades/pay in the new system, but these were rectified efficiently for each case. Also, there were challenges in the full utilization of the ADP system, but these were also managed in time.

**5. Classification Actions • Review and Approval (*decision required*)**

Chief Financial Officer	Administrative Specialist	Equipment/Line Operator
Aquatics Manager	Senior Public Works	Lineworker - Grade 1
Aquatics Supervisor	Engineer	Lineworker, Grade 2
Programming	Environmental	Crew Member,
Aquatics Supervisor	Health and Safety	Water & Sewer
Safety Services	Manager	Division
Recreation Facilities	Building Custodian	Office Assistant
Coordinator	Media Manager	Concord Free Public
Public Health Nurse	Network Engineer	Library

- Under the new C&C Plan, job descriptions required updating, including the thirty job descriptions presented to the Personnel Board this evening. These positions were the most urgent, with a short timeline for review and requiring posting in order to allow for managers to hire quickly.
- In certain cases, draft job descriptions have been posted as drafts, pending approval from the Personnel Board. This process was confirmed to be acceptable under Town guidelines.
- We can expect that all job descriptions for non-unionized employees will be updated over the next several months.
- Presentations of all thirty job descriptions were provided by the Department leads for the respective divisions. These leaders have collaborated with the HR department to ensure the consistency and timeliness of these new positions.
- Discussion re: how the Personnel Board might be able to help with advertising town positions, e.g. highlighting the fact that town employees have discounted access to Beede center and Concord Recreation programs for children; using our networks to advertise positions.

**Decision:** Joe Emeric made a motion to approve all thirty (30) job descriptions presented to the Personnel Board (listed above). Kate Ryan seconded. Liz Cobbs proposed we accept the motion and Kate and Joe agreed.

**6. Discussion of Personnel Board Charge:**

- Concerns raised re: whether we should revise the By-Law or the Charge first? The Bylaw is more of a mandatory document by State law and can only be changed by Town Meeting. The Charge requires approval by the Select Board and can be managed more quickly,

therefore. Agreement that Kate Ryan would review and monitor changes to the Charge in comparison with the Bylaw, and that the Personnel Board will keep as high priority to change the Bylaw in time to have it ratified by Town Meeting 2024.

- Agreement that there are several areas where the draft Charge is too detailed, but general agreement that the right categories of information are included.
  - In “Employee Relations” section, we don’t have to state that the Personnel Board will meet with employees XX/year, but rather to review survey data and make recommendations on how the Town government can work to change the culture to react to survey results.
  -
- Agreement that the Charge can serve as the first document for the public to read to understand the purpose and goals of the Personnel Board.
- Personnel Board to reassess the Bylaw and Charge as it relates to an advisory role in collective bargaining issues.

**7. Adjournment:** Joe Emeric called a motion to adjourn at 7:05pm, Kate Ryan seconded. Liz, Joe, Kate accepted the motion to adjourn.

**Town of Concord  
Regular Status Employee Data Summary  
July 1, 2023**

<b>Age and Gender</b>				
<b>Age Group</b>	<b>Not Specified</b>	<b>Man / Male</b>	<b>Woman / Female</b>	<b>Grand Total</b>
Under 30	1	23	12	36
30 - 39	2	55	16	73
40 - 49	1	33	17	51
50 - 59		39	40	79
60 & Over		23	30	53
<b>Grand Total</b>	<b>4</b>	<b>173</b>	<b>115</b>	<b>292</b>

<b>Total Positions by Department</b>	
	<b>Filled Positions</b>
Finance	18
Fire	48
Human Resources	3
Human Services	25
Information Technology	9
Library	24
Light Plant	39
Planning & Land Management	19
Police	41
Public Works	49
Town Managers Office	17
<b>Grand Total</b>	<b>292</b>

<b>Race/Ethnicity</b>	<b># of Employees</b>	<b>%</b>
American Indian or Alaska Native	1	0.3%
Asian	5	1.7%
Black or African American	5	1.7%
Hispanic or Latino	6	2.1%
Two or more races (Not Hispanic or Latino)	1	0.3%
White	248	84.9%
Not Specified	26	8.9%
<b>Grand Total</b>	<b>292</b>	

<b>FY</b>	<b>Number of Employees</b>	<b>Total Terms</b>	<b>Turnover</b>
FY23	281	35	12.5%
FY22	286	44	15.4%
FY21	290	31	10.7%
FY20	286	35	12.2%
FY19	269	27	10.0%

**Town of Concord**  
**Regular Status Hires and Terminations**  
YTD 2023 (from January)

Department	Hires		Terminations			
	RFT	RPT	RFT		RPT	
			Resignations	Retirements	Resignations	Retirements
Finance				1		
Fire	2		1	1		
Human Resources			1		1	
Health Services	2		4			
Information Technology	2					
Library	2		3			
Light Plant	1					
Planning & Land Management	1			1		
Police	4		4			
Public Works	7		3	2		
Town Manager's Office	3			1		
<b>Grand Totals</b>	<b>24</b>	<b>0</b>	<b>16</b>	<b>6</b>	<b>1</b>	<b>0</b>

**Town of Concord Employee  
Compa Ratio Summary for the New Pay Plan  
July 1, 2023**

<b>Average Compa Ratio by Gender</b>		
<b>Gender</b>	<b>Number of Employees</b>	<b>Average Compa Ratio</b>
Man / Male	90	0.96
Woman / Female	81	0.99
<b>Grand Total</b>	<b>171</b>	<b>0.97</b>

<b>Average Age by Gender</b>		
<b>Gender</b>	<b>Number of Employees</b>	<b>Average Age</b>
Man / Male	90	45.7
Woman / Female	81	53.4
<b>Grand Total</b>	<b>171</b>	<b>49.33</b>

<b>Average Compa Ratio by Age</b>		
<b>Age Range</b>	<b>Number of Employees</b>	<b>Average Compa Ratio</b>
18-29	10	0.90
30-39	32	0.93
40-49	35	0.97
50-59	52	0.99
60-69	39	1.00
70-79	3	1.01
<b>Grand Total</b>	<b>171</b>	<b>0.97</b>

<b>Average Compa Ratio by Race</b>		
<b>Race</b>	<b>Number of Employees</b>	<b>Average Compa Ratio</b>
Not Specified	15	0.96
White	147	0.97
Asian	2	1.01
American Indian or Alaska Native	1	0.94
Black	1	0.97
Hispanic or Latino	5	0.97
<b>Grand Total</b>	<b>171</b>	<b>0.97</b>

## **Beede Center General Manager**

Department: Human Services, Recreation Division  
Reports To: Recreation Director  
Appointed By: Town Manager

Salary Grade: 13  
FLSA Status: Exempt  
Date: July 2023

### **GENERAL SUMMARY:**

Under the general direction of the Recreation Director, and in conjunction with the Assistant Recreation Director, the General Manager will be responsible for the overall operational and financial performance of the municipally owned indoor swim and fitness facility. The General Manager is responsible for maintaining and improving the efficiency and effectiveness of all areas under the direction and control of the position. Performs varied duties requiring a thorough knowledge of aquatic, fitness, and facility departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. The Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring the incumbent to approach the workload with flexibility.

### **ESSENTIAL JOB FUNCTIONS:**

*External and internal applicants, as well as position incumbents who are or 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.*

- ◆ Oversees the management of the day-to-day administration of the Beede Swim and Fitness Center. Provides functional oversight of enterprise budget, personnel and labor relations, facility maintenance and capital project planning, aquatics and fitness programs, member retention, and ongoing customer service.
- ◆ Works with advisory committees, Town officials, and other entities to develop strategic plans for the ongoing sustainability of the facility. Promotes research of new approaches and trends and recommends implementation of new programs to meet community and member needs.
- ◆ Assists Recreation Director with budget preparation and oversight including enterprise and capital budgets; recommends priorities and needs for annual budget requests; monitors expenditures for consistency with budget; takes corrective action as required to meet approved budget levels; authorizes expenditures of funds consistent with procurement laws, policies, and procedures; prepares grant requests. Ensures the efficient and economical use of the Center's funds, manpower, materials, facilities, and time. Ensures effective execution of enterprise fund cost center within the department.
- ◆ Prioritizes the continued growth and retention of memberships. Oversees promotions and coordinates marketing materials. Employs strong marketing skills to maintain enrollment and retention of members. Works collaboratively with Assistant Director to advertise programs and events on social media outlets.
- ◆ Develops and maintains a workforce committed to, and with highly developed competencies in, customer service. Directly or through managers, appoints, supervises, and evaluates staff. Ensures accountability of the Center's 7 full-time employees and 75+ seasonal/part-time employees. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Provides training in safe work practices and working conditions.
- ◆ With advisement from the Recreation Facilities Coordinator and the Town Public Works Department, assures the facility is clean and safe at all times. Manages deferred maintenance

program and assures pools and fitness facilities are in compliance with Town, state, and federal laws. Submits proposals for capital improvement projects to Recreation Director; oversees service, inspection, and maintenance contracts. Prioritizes facility maintenance while staying within budget.

- ◆ Maintains current professional knowledge and certifications relevant to aquatics, fitness, and building maintenance industries through attendance at training/conferences, peer association, and review of literature.
- ◆ Creates and maintains proper policies, procedures, and documentation as required by local and state laws related to the operation of a municipally operated swim and fitness facility. Assures staff are trained on policies and procedures. Provides in-service training for staff regarding emergency procedures.
- ◆ Responds to customer and member comments, suggestions, and complaints in a professional and timely manner.
- ◆ Monitors staff certifications to remain current in CPR, First Aid, and AED. Assures all program-specific staff upkeep required certifications including lifeguard certifications, water safety instructor certifications, group fitness instructor certifications, and personal trainer certifications. Provides training opportunities for staff to keep certifications current. Oversees staff training programs and assures ongoing in-service training.
- ◆ Oversees and expands facility rental program to optimize “down times” while prioritizing member access.
- ◆ Assists in developing cooperative working relationships with local organizations, community groups, businesses, and other departments including Concord schools (public and private).
- ◆ Attends monthly Recreation Commission meetings and reports on areas of responsibility.
- ◆ Develops and recommends policies and procedures concerning the operation and programming of the Beede Swim and Fitness Center; assures policies and procedures are applicable to all programs to assure uniformity.
- ◆ Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, and the public.
- ◆ Strong business and fiscal management skills.
- ◆ Excellent strategic planning, organizing, and time management skills.
- ◆ Excellent written and verbal communication skills including public presentation skills.
- ◆ 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:**

## *Beede Center General Manager*

Directly supervises the activities and performance of, and provides functional oversight to, all Beede Center employees. Directly supervises all Beede operational divisions including Fitness, Aquatics, Membership, Front Desk, Facilities, and Capital Planning. Carries out supervisory responsibilities in accordance with Concord's policies and applicable laws. Responsibilities include interviewing, and training employees as well as making recommendations for hire to the Recreation Director. GM is also responsible for planning, assigning, and directing Beede employee work; appraising staff performance; addressing complaints, and resolving disputes should they arise.

### **EDUCATION & EXPERIENCE:**

- ◆ Bachelor's Degree in Recreation Administration or Business Management plus five to seven years of progressively responsible management experience in fitness center and natatorium operations; or any equivalent combination of education and experience. Master's degree in business, Recreation Administration, and/or Marketing, preferred.
- ◆ Certified Pool Operator (CPO) License or ability to obtain within 3 months of hire; State of Massachusetts Authorize CORI Access provider.
- ◆ Valid Driver's License.
- ◆ First Aid, CPR, Lifeguard, and AED certified. Lifeguard Trainer and Water Safety Instructor Trainer Certification preferred.

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

- ◆ Working knowledge of the principles and practices of recreation administration and facility management. Considerable knowledge of all activities that comprise a comprehensive recreational swim and a fitness facility. Thorough knowledge of and proficiency in the care of public recreational facilities, the use of pool and fitness equipment, materials, tools, and other department resources.
- ◆ Strong marketing and business management skills used in the identification, implementation, and assessment of membership efforts and their effective presentation and generation of membership revenues to offset operating costs as planned, outlined, and assigned.
- ◆ Ability to work effectively under time constraints, delegate responsibilities, and motivate and work well with a large number of employees.
- ◆ Excellent customer service and public relations skills. Ability to communicate effectively and efficiently both verbally and in writing. Ability to deal tactfully, patiently, and appropriately with a variety of people, including children, the general public and other agencies.
- ◆ Working knowledge of computers and PC-based software – word processing, spreadsheets, and desktop publishing. Ability to work with graphic design software, scheduling, and presentation software. Working knowledge of MyRec Recreational Software is preferred.

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

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

This position requires regular physical effort in the form of sitting, standing, walking, bending, reaching with arms and hands, hearing/vision, climbing and descending stairs regularly and occasionally lifting or moving supplies. May drive to other recreation buildings and locations for supplies and/or meetings.

*Beede Center General Manager*

Work is performed in an atypical environment subject to moderate variations of temperature, noise, odors, etc. The majority of work is performed in a reasonably 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; must be able to lift and move objects weighing up to fifty pounds.

***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.***

## **Assistant Recreation Director**

Department: Human Services (Recreation Division)  
Reports To: Recreation Director  
Appointed By: Town Manager

Salary Grade: 11  
FLSA Status: Exempt  
Date: July 2023

### **GENERAL SUMMARY:**

Under the general supervision of the Recreation Director, performs administrative, programming and supervisory work in planning, scheduling and directing the operations of a comprehensive community recreational program for all Town residents. Responsible for maintaining and improving the efficiency and effectiveness of all areas under the direction and control of the position. 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:**

*External and internal applicants, as well as position incumbents who are or 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.*

- ◆ Participates in the sales and marketing of recreation programs, events, and childcare services. Provides in-person customer sales, meets with interested parties, gives tours, enrolls participants and answers questions.
- ◆ Supports the Recreation Director in the management and maintenance of indoor recreation facilities, swimming pools, fields, playgrounds and parks. Coordinates field scheduling for youth and adult sports groups, year-round.
- ◆ Monitors and provides support to recreation programs and projects on a regular basis, assisting with problems as necessary. Works closely with Recreation Supervisors to assure strong array of programs and events are available to the community year-round. Assures vendor contracts are in place and works closely with staff to assure all hiring policies and procedures are followed including background checks, onboarding, required trainings, etc.
- ◆ Processes and tracks CORI and SORIs for all staff, annually.
- ◆ Collaborates with and provides input to the Recreation Director regarding major recreation division decisions and recommendations. Assists with the planning and implementation of recreation programs in support of the Town Manager's goals. Assesses the needs of the community. Identifies problems and makes recommendations to improve services.
- ◆ Assists Recreation Director with budget preparation and oversight, including general, revolving, and capital budgets; recommends priorities and needs for annual budget requests; monitors expenditures for consistency with budget; takes corrective action as required to meet approved budget levels; authorizes expenditures of funds consistent with procurement laws, policies and procedures; prepares grant requests.
- ◆ Works with the Childcare Services Manager to maintain policies, procedures and documentation for all childcare programming and assures programs remain in compliance with the Department of Early Education and Care requirements.

## *Assistant Recreation Director*

- ◆ Oversees the Division's social media accounts implementing posting calendars, trainings, and strategies to improve social media presence. Assures Division website is updated, accurate, and active year-round.
- ◆ Implements, coordinates, and maintains scholarship gifts and financial assistance program, including preparation of new financial assistance agreements, maintenance and monitoring of existing agreements while maintaining regular contact with Town Social Worker and other parties.
- ◆ Assists in developing cooperative working relationships with local service organizations, community groups, businesses and other departments including Town recreational sports leagues and Concord schools (public and private).
- ◆ Attends monthly Recreation Commission meetings and reports on areas of responsibility; takes meeting minutes and posts on the Town website.
- ◆ Develops and recommends policies and procedures concerning operation and programming of the Recreation Division; assures policies and procedures are applicable to the Hunt Recreation Center and Beede Center operations to assure uniformity.
- ◆ Assists with and provides guidance relative to the Division's administrative functions as needed to ensure efficiency and compliance with laws, policies, and procedures, including those related to accounts payable, website maintenance, payroll processing, and registration software maintenance.
- ◆ Maintains current professional knowledge and certifications relevant to recreational services through attendance at trainings/conferences, peer association, and review of literature.
- ◆ May act as Recreation Director in their absence, assuming administrative and supervisory responsibilities as required.
- ◆ 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 and provides functional oversight to Recreation Supervisors and Child Care Services Manager. In cooperation with the Recreation Director, supervises seasonal, instructional, programming, and front desk staff. Provides functional oversight seasonally, or as assigned, to Aquatics Manager. Carries out supervisory responsibilities in accordance with Concord's policies and applicable laws. Responsibilities include interviewing, training, and developing employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems; and making recommendations to the Recreation Director concerning employee hiring, rewards or discipline.

### **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

- ◆ Bachelor's degree in Recreation Management, Leisure Studies or a related field, plus 5 or more years of recreational leadership work in an administrative and supervisory role; or an equivalent combination of education and experience.
- ◆ Current Certified Park & Recreation Professional (CPRP) preferred.

- ◆ Valid driver's license with a safe driving record and ability to provide personal vehicle for transportation during work hours.
- ◆ Within 6 months of hire, must have and maintain:
  - CPR certification, AED training, and First Aid certification.
  - Certified Pool Operator (CPO)
  - Clearance to obtain Criminal Offender Records Information (CORI).

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Working knowledge of the principles and practices of recreation management. Considerable knowledge of all activities that comprise a comprehensive recreation program, as well as the ideals and objectives of planned recreational programs. Thorough knowledge of and proficiency in the care of recreation facilities, the use of recreation equipment, materials, tools and other department resources.
- ◆ Strong marketing and business management skills used in the identification, implementation and assessment of community recreational programs, their effective presentation and generation of user revenues to offset operating costs as planned.
- ◆ Strong knowledge of municipal recreation revolving and enterprise accounts including general operation guidelines and budgeting practices.
- ◆ Ability to work effectively under time constraints, to delegate responsibilities, and to motivate and work well with a large number of employees.
- ◆ Excellent customer service and public relations skills. Ability to communicate effectively and efficiently both verbally and in writing. Ability to deal tactfully, patiently and appropriately with a variety of people, including children, the general public, and other agencies.
- ◆ Working knowledge of computers and Microsoft Office applications. Ability to work with graphic design software, scheduling/registration software, and presentation software.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

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

Portion of work is performed in 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. Some work is performed in a very noisy work environment or is performed outdoors with exposure to various weather conditions. May work, seasonally, with pool chemicals and equipment.

Employee is regularly required to walk, stoop, sit, talk and hear; uses hands to finger, handle, feel or operate objects, tools or controls, and reaches with hands and arms as in picking up paper, books and other common office objects. Employee may frequently lift and/or move objects weighing up to 40 pounds such as equipment and supplies. Vision and hearing at or correctable to normal ranges.

Operates computer, printer, video display terminal, keyboard, calculator, telephone, copier and all other standard office equipment, as well as a variety of recreational equipment including pool maintenance

*Assistant Recreation Director*

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.***

## **Public Works Engineer**

Department: Public Works, Engineering  
Reports To: Town Engineer  
Appointed By: Town Manager

Salary Grade: 8  
FLSA Status: Exempt  
Date: July 2023

### **GENERAL SUMMARY:**

Under the general supervision of the Town Engineer, provides municipal engineering services relating to the design, construction and maintenance of all public works and public facilities projects. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction and control of the position. Performs varied and responsible duties requiring a thorough knowledge of engineering principles and 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:**

*External and internal applicants, as well as position incumbents who are or 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.*

- ◆ Prepares engineering designs, specifications, cost estimates and bid documents for public works and public facilities projects.
- ◆ Manages contracts for work performed by contractors on construction projects, inspecting work for compliance with plans and specifications, measuring work completed and maintaining field inspection notes.
- ◆ Assists in applying for and managing project grant funds including Chapter 90, Complete Streets, other state grants and federal grants. Informs others of the current balance. Fills out project requests and reimbursement requests with funding agencies including the Massachusetts Department of Transportation.
- ◆ Researches plans and records for municipal properties and projects.
- ◆ Performs technical reviews on site plans, subdivisions and engineering calculations submitted to the Town.
- ◆ Attends meetings, applies for permits on various public works and public facilities projects and follows up on applications with local, state and federal authorities.
- ◆ Provides technical assistance to other town departments, boards and commissions and assists other employees in the office on projects as necessary.
- ◆ Records documents as needed at the Registry of Deeds.
- ◆ Attends seminars on various work-related topics to keep abreast of current trends and to improve competence and skill.

## *Public Works Engineer*

- ◆ Performs field surveys relating to data collection and construction layout for in-house design projects.
- ◆ 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:**

May provide functional guidance to Associate Engineer and occasional supervision to interns. Carries out supervisory responsibilities in accordance with Concord's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

### **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

- ◆ Bachelor's degree in civil engineering and three to five years of progressively responsible related experience; or any equivalent combination of education and experience.
- ◆ Engineer in Training Certification or ability to obtain within 12 months of hire.
- ◆ Possession of a valid motor vehicle operator's license.
- ◆ Professional goal of obtaining a Professional Engineer's license and a Massachusetts license in soil evaluation.

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

- ◆ Thorough knowledge of the principles, practices, regulations and laws related to civil engineering and surveying. Considerable knowledge and experience in construction, materials and operations associated with public works infrastructure including roads, sidewalks drainage systems, dams and culverts.
- ◆ Ability to analyze technical issues and to develop relevant and realistic plans, programs and recommendations; ability to work effectively under time constraints to meet deadlines.
- ◆ Ability to deal with the public tactfully and effectively and maintain positive public relations; ability to fairly, tactfully and impartially obtain contractor compliance with project plans, specifications, standards, schedules and budgets; ability to communicate effectively and efficiently both verbally and in writing.
- ◆ Proficiency in AutoCAD Civil 3D, HydroCAD and GIS systems as well as basic computer skills preferred.

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

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

## *Public Works Engineer*

Employee is regularly required to walk, stand, sit, talk and hear. Uses hands to finger, handles, feels or operates objects, tools or controls and reaches with hands and arms as in picking up paper, files and other common office objects. Employee may infrequently lift and/or move objects weighing up to 60 pounds such as tools, equipment, supplies, etc. Regularly operates an automobile/light truck. Employee must be able to access all levels of a construction site and traverse uneven terrain. Vision and hearing at or correctable to normal ranges.

While performing site inspection/observation and land surveying responsibilities, employee is frequently exposed to variable outdoor weather conditions and the hazards associated with construction sites and public works projects.

Design and administrative work is generally performed under typical office conditions. Normal office environment, not subject to extreme variations of temperature, noise, odors, etc 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, plotter, 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.***

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## **Associate Engineer**

Department:	Public Works, Engineering	Salary Grade:	4
Reports To:	Town Engineer	FLSA Status:	Non-Exempt
Appointed By:	Town Manager	Date:	July 2023

### **GENERAL SUMMARY:**

Under the general supervision of the Town Engineer, performs engineering, construction and administrative tasks for division projects. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under direction and control of the position. 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:**

*External and internal applicants, as well as position incumbents who are or 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.*

- ◆ Processes all street opening permits and driveway permits.
- ◆ Inspects construction work on public works projects for compliance with plans, specifications, and budgets and Town of Concord standards. Inspects construction projects involving water and sewer main installations, roads, drainage lines, catch basins, manholes, sidewalks, etc., Identifies variances to contractors, works with contractors to obtain their compliance, and maintains related field inspection notes.
- ◆ Participates with public works engineers in conducting surveys, performing engineering and construction work tasks and investigating and resolving engineering problems.
- ◆ Develops base plans for existing condition surveys for use on in-house design projects.
- ◆ Maintains engineering drawings and records information in the division's filing system. Retrieves drawings and other records for citizens, contractors, town and state officials, developers, and others upon request.
- ◆ Acts as a point of contact for public inquiry regarding town engineering and construction activities; answers questions and provides information or refers to appropriate staff member.
- ◆ May occasionally write project construction contracts and Requests for Quotations under the supervision of the Town Engineer.
- ◆ May attend meetings with town staff, boards and commissions, consultants and residents to discuss various engineering and construction plans.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.

## *Associate Engineer*

- ◆ Regular attendance at the workplace is required.

### **SUPERVISORY RESPONSIBILITY:**

May occasionally provide functional oversight to co-ops and interns, assigning tasks and answering questions.

### **EDUCATION & EXPERIENCE:**

- ◆ Two-year college certificate or Associate's degree in civil engineering, land surveying or a related field, plus three years of related experience; or any equivalent combination of education and experience.
- ◆ Valid motor vehicle operator's license.

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

- ◆ Thorough knowledge of the principles, practices, regulations and laws related to civil engineering and surveying in the public sector. Considerable knowledge and experience in construction, materials and operations associated with roads, drainage, sanitary landfills, water and sewer systems, drainage systems, dams and culverts.
- ◆ Experience in AutoCAD, Civil 3D, and ArcMap is required.
- ◆ Ability to communicate effectively and efficiently both verbally and in writing. Ability to fairly, tactfully, and impartially obtain contractor compliance with project plans, specifications, standards, schedules, and budgets.
- ◆ Ability to work effectively under time constraints to meet deadlines.

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

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

Employee is regularly required to walk, stand, sit, talk and hear. Uses hands to finger, handles, feels or operates objects, tools and controls and reach with hands and arms. Employee may infrequently lift and/or move objects weighing up to 60 pounds such as tools, equipment (including survey equipment), supplies, etc. Employee must be able to access all levels of a construction site and traverse uneven terrain. Vision and hearing at or correctable to normal ranges.

While performing site inspection/observation and land surveying responsibilities, employee is frequently exposed to variable outdoor weather conditions and the hazards associated with construction sites and public works projects.

Normal office 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***

*Associate Engineer*

***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.***

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## Local Inspector

Department: Planning & Land Management  
Reports To: Building Commissioner  
Appointed By: Town Manager

Salary Grade: 9  
FLSA Status: Exempt  
Date: July 2023

### **GENERAL SUMMARY:**

Under the general supervision of the Building Commissioner, enforces state building codes and town zoning regulations, reviews permit applications, issues permits and performs inspections. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction and control of the position. 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 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 are or 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.*

- ◆ Administers and enforces building codes, architectural access regulations, zoning and sign bylaws, Planning Board site plans and decisions of the Zoning Board of Appeals, the Historic District Commission and the Historical Commission.
- ◆ Reviews applications and plans, coordinates with other departments to ensure plans are complete, issues permits and certificates, determines and collects fees consistent with established schedules, and conducts field and safety inspections,
- ◆ Inspects various local businesses, child care facilities, schools, nursing homes, and hospitals on an annual basis and makes recommendations to the Select Board concerning the issuance and renewal of liquor licenses, inn keeper and lodging house licenses, motor vehicle licenses, taxicab licenses and common victualer licenses.
- ◆ Performs housing inspections with the Board of Health.
- ◆ Assists the public in resolving building construction and zoning issues. Consults with owners, contractors, tradespeople, applicants and others to achieve required compliance. Provides interpretations of relevant laws, bylaws, codes and regulations. Refers complex cases requiring major enforcement activity to the Building Commissioner for review of recommended action plans. Coordinates with other town departments for inspections during construction.
- ◆ May consult with owners, contractors, architects, engineers and attorneys to explain division rules and regulations, answer questions, address concerns and achieve compliance.
- ◆ Conducts inspections and issues Certificates of Occupancy; documents all inspections.
- ◆ Contacts contractors or residents who have failed to complete required inspections. Answers phones and schedules inspections for building, electrical and plumbing inspectors.

## *Local Inspector*

- ◆ 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:**

May provide general supervision, mentoring, and functional oversight to the Assistant Local Inspector and other inspectors. Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include planning, assigning and directing work; addressing complaints and resolving problems; and providing training if appropriate.

### **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

- ◆ Must have education/experience equivalent to: five years of experience in the supervision of building construction or design, or an Associate's degree in a field related to building design.
- ◆ Ability to obtain certification as a Massachusetts Local Inspector within 18 months of hire (current certification preferred).
- ◆ Valid motor vehicle operator's license.

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

- ◆ 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 coworkers.
- ◆ Complete working knowledge of standard requirements for building construction, fire prevention, light, ventilation and safe egress, as well as other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. Thorough knowledge of all town and state laws, regulations, policies and standards related to building inspections.
- ◆ Ability to work with a high level of detail; ability to prioritize multiple tasks and deal effectively with interruptions; ability to identify and analyze complex issues and to develop appropriate recommendations.

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

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

Conducts frequent visits to construction sites, subject to all weather conditions and extremes and sometimes rugged terrain. Walking, standing, climbing, bending, and lifting required.

Work is also regularly performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. subject to frequent 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.***

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# ELECTRICAL INSPECTOR

Department:	Planning & Land Management	Salary Grade:	8
Reports To:	Building Commissioner	FLSA Status:	Non-Exempt
Appointed By:	Town Manager	Date:	July 2023

## **GENERAL SUMMARY:**

The Electrical Inspector performs technical and administrative work in support of the Building Inspections Department, under the direction and supervision of the Building Commissioner. The individual inspects all electrical work and reviews and issues all electrical permits. Work requires frequent contact with other Town departments, contractors, architects, and the public.

The incumbent will maintain a set schedule of office hours, Monday through Friday, at the Building Inspection office to return phone calls, pick up inspection requests, and verify the daily inspection schedule with the Building Inspection staff. The Inspector must also be available to respond to emergency inspections.

## **ESSENTIAL FUNCTIONS:**

*External and internal applicants, as well as position incumbents who are or 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.*

- Reviews electrical permit applications for compliance with the Massachusetts Electrical Code.
- Issues electrical permits.
- Maintains all electrical permit/inspections-related paperwork, submitting appropriate information to other Town departments for reporting purposes.
- Investigates any electrical complaints, sends enforcement letters, establishes compliance deadlines and fines.
- Answers electric code questions from contractors and homeowners, by phone, email or in person, daily.
- Inspects all electrical work in the Town of Concord, including State-owned property.
- Inspects all storm or fire damaged homes and businesses, on call, day or night.
- Inspects all new homes, house additions and commercial work.
- Conducts approximately 1000 separate site inspections per year, an average of 5 to 7 inspections per day.

## **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

- Five (5) years' experience in the electrical trade.
- Massachusetts Master Electrician's license.
- Valid motor vehicle operator's license.
- Must supply own vehicle for use during workday; mileage reimbursement will be provided.

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

- Knowledge of national and state electrical codes.

- Knowledge of complex wiring systems and the principles upon which those systems are designed.
- Ability to read construction drawings, schematics, and wiring diagrams.
- Ability to communicate effectively both verbally and in writing.
- Good interpersonal skills to interact effectively with supervisors, co-workers, contractors and the general public.
- Ability to keep accurate records and reports.

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

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

Conducts frequent visits to construction sites, subject to all weather conditions and extremes and sometimes rugged terrain. Walking, standing, climbing, bending, and lifting required. Work requires ability to:

- Climbing temporary construction stairways which do not have guards or railings.
- Climbing temporary steel staging.
- Climbing up ladders and onto ladder staging.
- Crawling through crawl spaces and access tunnels.
- Inspecting site work, day and night in low-light conditions.

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## Production Manager

Department: Technology  
Reports To: Media Manager  
Appointed By: Town Manager

Salary Grade: 7  
FLSA Status: Exempt  
Date: July 2023

### **GENERAL SUMMARY:**

Under the general supervision of the Media Manager, develops, deploys, and maintains hardware and software to contribute to the day-to-day operations and special event coverage of the Public-Education-Government (PEG) Cable Access Stations for the Towns of Concord and Carlisle known as *Minuteman Media Network*. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction and control of the position. Performs varied and responsible duties requiring a thorough knowledge of departmental operations. Exercises considerable ingenuity and initiative in developing programming, outreach efforts and station management working in conjunction with the Media Manager. Incumbent is called upon to use substantial judgment in operating the station's daily needs and coordinating the crew, particularly in situations not clearly defined by precedent or established procedures. Production Manager is also responsible for the management of all video production equipment, television and digital transmission systems, and content management tools including: editing suites, cameras, editing stations, and MMN's website. Incumbent is regularly called upon to handle significant amounts of tasks and details, each varying in substance, content, and need requiring a flexible approach to one's workload.

### **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.*

- ◆ Supports the day-to-day operations Town's Cable Access Television Station(s), has primary responsibility for all PEG-related technology and its programs including station computers and video production equipment.
- ◆ Displays a thorough understanding of program scheduling and playback automation, HD production workflow transmission on cable television media systems, internet streams, media, and platforms required. Responsible for maintaining all division technology and web-based programs, including computers, and on-demand systems.
- ◆ Monitors station transmission and digital connectivity, content management, and online media station.
- ◆ Coordinates and may delegate projects to the station staff; works with outside organizations and agencies to evaluate projects and has specific public knowledge related to content and potential programming.
- ◆ Works with staff to complete projects providing support, creativity, and motivation.
- ◆ Assists with compliance with all FCC and Cable franchise regulations; provides input to PICM on internal protocols for station employees and analyzes media outlets, community news and other media/literature to develop relevant and useful on-air content.
- ◆ Performs duties related to intake coordination for members of the public and schedules requests for service and staff in conjunction with the Media Manager. Monitors and tracks the availability and use of all studio space and equipment including those within the loaner programs.

## *Production Manager*

- ◆ Develops complex and innovative short-term and long-term branding and marketing schemes for the network; increases community involvement and membership; develops training programming including orientations and production workshops for students, volunteers, staff and members of the general public.
- ◆ Coordinates meetings and programming initiatives with community leaders to create governmental interest pieces which are informative, interesting, and compelling for the community; maintains productive and meaningful working relationships with Departments and Committees within the Towns of Concord and Carlisle.
- ◆ Knowledge of electronic communications and emerging digital communication technology required; may be called up to make recommendations for capital planning and purchasing relative to new or expanded technology and/or technological equipment.
- ◆ Maintains broadcast equipment, which may be the TelVue Hypercaster, Infovue, and Connect in conjunction with other cable service related programs as required or assigned.
- ◆ Oversees maintenance of network websites, YouTube channels and social media accounts; maintains community bulletin boards to create messages, channel slides and PSAs as requested or assigned. Drives traditional viewership through online engagement and relevant programming.
- ◆ 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:**

Provides functional oversight and coaching to MMN staff, including Editors, Videographers and Studio Aides. Carries out supervisory responsibilities in accordance with all Town policies and applicable State laws. Responsibilities include assigning and assisting with staff work on day to day basis, addressing general complaints and feedback, monitoring staff for effectiveness, providing assistance to Media Manager for staff reviews, feedback and resolving issues as they arrive.

### **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

- ◆ Associates degree in Communications or Film/Video, Bachelor's degree in Communications or Film/Video preferred, plus a minimum of three to five years in station and/or media network management. Working knowledge of community television marketing, video production and network strategies.
- ◆ Extensive knowledge of and ability to work with Apple/IOS technology, cable media and other related technological equipment; ability to create and edit videos and podcasts suitable to mass distribution.
- ◆ Ability to work nights and weekends to cover meetings, events and other areas of interest for the general public.
- ◆ Valid motor vehicle operator's license.

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

- ◆ 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 coworkers.

## *Production Manager*

- ◆ Complete working knowledge of FCC Regulations and municipal cable franchise agreements. Thorough knowledge of town and state laws, regulations, policies and standards as they relate to PEG programming and management.
- ◆ Must be able to deal effectively and expeditiously with frequent interruptions. Proficient in identifying and analyzing complex IT issues and ability to develop appropriate recommendations, work assignments, and solutions to immediate and long-term technological needs.
- ◆ Extensive knowledge and technological troubleshooting skills required; must have the ability to act quickly and effectively in situations where timeliness is paramount.
- ◆ Ability to work with a high level of detail and to delegate and prioritize tasks to maintain efficiency and effectiveness.
- ◆ Capability in dealing effectively with numerous interruptions and proficiency in identifying and analyzing complex issues to develop appropriate recommendations and work assignments.

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

*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 physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

Conducts frequent visits to sites and assists with equipment, video production, and community events, subject to all weather conditions and extremes and sometimes rugged terrain. May be subject to extreme variations in weather, temperature and environment. Prolonged periods of walking, standing, climbing, bending, and lifting required; must be able to lift and carry heavy equipment weighing up to fifty pounds.

Work in the office and studio is performed in a television studio-type environment, not subject to extreme variations of temperature, but regularly subjected to frequent interruptions and the demands of other individuals needing assistance or requesting service.

Regularly operates television equipment, computers, cameras, laptops, cellular phones, video display terminals, DSLR cameras, servers, and other standard studio equipment requiring eye-hand coordination and finger dexterity at or to normal range.

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## **Senior Producer & Education Coordinator**

Department: Technology  
Reports To: Media Manager  
Appointed By: Town Manager

Salary Grade: 6  
FLSA Status: Non-Exempt  
Date: June 2023

### **GENERAL SUMMARY:**

Under the direction of the Media Manager, educates members of the public, volunteers and students on PEG-related programming and content creation related to Public Access programming and Minuteman Media Network (MMN) operations. Produces programming and assists with production efforts related to the Public-Education-Government (PEG) Cable Access Stations for the Towns of Concord and Carlisle. Regularly called upon to provide information to students and educators; works with members of the community, school districts, and other government officials and committees to provide educational classes and trainings related to cable television and/or other media-related works. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction and control of the position. Performs varied and responsible duties requiring a thorough knowledge of departmental operations. Creates programs which work to educate and inform the citizenry regarding Town Government and community happenings; coordination with various community stakeholders is a key element in this role. Films, edits, problem solves, provides technical support, educates patrons regarding equipment use, and creates content.

### **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.*

- Performs moderately complex and responsible duties requiring significant knowledge of television and PEG-related programming and regulations; films, edits, and airs media-related television programs for general public viewing in accordance with FCC and Cable Company Franchise Agreements.
- Teaches and designs workshops in conjunction with the Media Manager for residents and members, students and employees of the Concord and Concord-Carlisle School District.
- Helps to teach and answer questions for members who plan, or are currently, using studio equipment, assets and facilities,
- Maintains strong relationships with members of the PEG Advisory Cable Committee as well as local media and news resources.
- Assists the Media Manager with routine operations within the studio including administrative, programming and scheduling efforts as asked or assigned.
- Teaches community members about PEG-related programs, including how to use and master equipment; answers questions of community members relative to PEG equipment and facilities.
- Assembles film and editing crews and manages any school-related shoots or activities as requested and approved by the Production Manager. Engages school faculty and student body in an effort to encourage participation, membership and creativity or interest in the film or

## *Senior Producer & Education Coordinator*

television industries.

- Maintains and manages inventory, loaned and/or community use equipment database and performs inspections upon check-out and return.
- Develops and coordinates active volunteer bases; assists Media Manager with marketing campaigns and community engagement to increase participation and reputation.
- Trains and assists community volunteers in all aspects of studio use, field production and editing to highest production standards.
- Assists Media Manager in scheduling classes, instructors and course locations.
- Encourages student submissions to the Town's Education and Public channels; advises on appropriateness and assists with studio production as needed or required by regulation or law.
- Implements, organizes and maintains PEG-related inventory and equipment databases; Maintains editing equipment including software, external media storage and other IT systems.
- Acts as technician for live and/or recorded productions including school/educational and governmental meetings; assistant technical services coordinator with station functions as assigned.
- Produces Outreach Programs (PSAs, Holiday Greetings, and Community Notices); creates, produces and edits community and staff generated programming as assigned.
- Performs other related duties as required, directed or as the situation dictates.
- Regular attendance at the workplace is required.

### **SUPERVISORY RESPONSIBILITY:**

- No direct supervisory responsibility. May provide guidance and/or functional oversight to students, community members and citizen groups.

### **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

- High School Diploma or equivalent, plus minimum of one year post-graduate education or training in communication, video production or a related field. One to two years relevant work experience, preferably in a municipal/PEG environment, preferred.
- Ability to work nights and weekends to cover meetings, events and other areas of interest for the general public.
- Valid driver's license with a safe driving record and ability to provide vehicle for personal transportation during work hours (mileage reimbursement will be provided).

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of and ability to work with Apple/IOS and PC technology, cable media and other related technological equipment; ability to create and edit videos and podcasts suitable to mass distribution.
- 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 coworkers.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

*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 physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

Conducts frequent visits to meeting and event sites, subject to all weather conditions and extremes and sometimes rugged terrain. Prolonged periods of walking, standing, climbing, bending, and lifting required; must be able to lift and carry heavy equipment weighing up to fifty pounds. Ability to climb ladders, staging or other elevated platforms to place lighting, audio equipment or cameras.

Employee is regularly required to walk, stoop, sit, talk and hear; uses hands to finger; handles; feels or operates objects; tools or controls; and reaches with hands and arms as in picking up paper, books and other common office objects. Vision and hearing at or correctable to normal ranges.

Work in the office and studio is performed in a television studio-type environment, not subject to extreme variations of temperature, but regularly subjected to frequent interruptions and the demands of other individuals needing assistance or requesting service.

Regularly operates television equipment, computers, cameras, laptops, cellular phones, video display terminals, DSLR cameras, servers, and other standard studio equipment requiring eye-hand coordination, vision, hearing and finger dexterity at or correctable to normal range.

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## **Public Health Nurse**

Department: Planning & Land Management, Health  
Reports To: Public Health Director  
Appointed By: Town Manager

Salary Grade: 10  
FLSA Status: Exempt  
Date: July 2023

### **GENERAL SUMMARY:**

Under the general supervision of the Public Health Director, provides services to the Towns of Concord and Maynard. The position will lead take the lead in investigating and reporting cases for over 90 infectious diseases, including tuberculosis; enter data into MAVEN (the Massachusetts Virtual Epidemiologic Network) and complete disease investigation duties; manage foodborne disease outbreaks; hold immunization clinics and disease screenings; provide chronic disease self-management counseling; collaborate with others to plan and conduct community education programs in response to community health assessments and population health needs; educate the public about the risk of vector-borne infections (mosquitoes and ticks); enforce isolation and quarantine regulations. The public health nurse will participate in emergency preparedness by conducting all-hazards planning, including emergency dispensing site plans, emergency shelter management, and Medical Reserve Corp recruitment.

### **ESSENTIAL JOB FUNCTIONS:**

*External and internal applicants, as well as position incumbents who are or 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.*

As a shared service position, some functions or duties may be performed as a lead role and others may be performed in a support role to a health department's public health nursing lead.

- ◆ Plans, coordinates, and administers clinics such as immunizations, influenza, COVID-19, blood pressure, cholesterol, and others.
- ◆ Performs surveillance and data collection of all reportable communicable diseases and maintains records and files case investigation in MAVEN to the Massachusetts Department of Public Health (MDPH).
- ◆ Orders and maintains adequate supplies of vaccine for residents and coordinates reallocation of MDPH supplied vaccine with local eligible providers and the MDPH.
- ◆ Dispenses vaccine, monitors related storage requirements, and maintains distribution records and usage of vaccine according to State regulations.
- ◆ Collaborates with other municipal departments such as Council on Aging, substance use prevention teams, and Public Safety on health issues such as older adult needs, mental health, substance use disorder.
- ◆ Complies with all departmental and state protocols including proper storage and disposal of medical supplies and waste.
- ◆ Provides home visits as requested and needed.
- ◆ Performs community health assessments and population health needs assessments.

- ◆ Identifies social determinants of health and population health needs of the community and identifies vulnerable populations; plans and implements relevant interventions.
- ◆ Plans, develops, and conducts community education programs.
- ◆ Assists with planning and coordination of emergency preparedness, including volunteer recruitment and training; and planning for events where the health of the population may be threatened.
- ◆ Collaborates with community, regional, and statewide resources to meet health needs of the population.
- ◆ Responsible for Clinical portion of Food Borne illness investigations. Test food, clinical, and environmental specimens and confirm test results from clinical labs.
- ◆ Conducts molecular typing (PFGE and/or WGS) on isolates to identify clusters.
- ◆ Reports cases and clusters to epidemiology partners.
- ◆ Advises environmental health specialists and epidemiologists on the collection, handling, and transport of specimens and follow-up testing.
- ◆ Maintains knowledge of current developments in public health nursing; attends seminars and workshops related to public health nursing.
- ◆ Performs miscellaneous office duties as they relate to record keeping, correspondence, electronic communication, filing, copying, scanning, and answering phones.
- ◆ Performs other related job duties as required.

**SUPERVISORY RESPONSIBILITY:**

May provide general supervision, mentoring, and functional oversight when working with other public health nurses. Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include planning, assigning, and directing work as needed; addressing complaints and resolving problems; and providing training if appropriate.

**EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

**Required Minimum Qualifications**

- ◆ Registered Nurse license (RN)
- ◆ Bachelor of Science in Nursing Degree (BSN)
- ◆ At least 2 years of population health experience (e.g., VNA, Community Health Worker)
- ◆ Valid Class D Motor Vehicle Driver's license required.
- ◆ CPR Certification

**Required Credentialing After Hire**

- ◆ MAVEN training within 6 months of hire
- ◆ Foundations for Local Public Health Practice course within 1 year of hire

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Bi-lingual a plus, Portuguese or Spanish preferred
- ◆ Experience as a Public Health Nurse
- ◆ Experience with MAVEN
- ◆ Knowledge of Local Public Health functions (i.e., housing inspections, restaurant inspections, etc.)
- ◆ Knowledge of Local, State and Federal laws, policies, practices, and procedures related to public health nursing.
- ◆ Knowledge of communicable diseases/infection control, vaccine and immunization procedures and laws, state regulations and codes, and public health principles.
- ◆ Working knowledge of drug and immunization interactions and adverse side effects.
- ◆ Knowledge of human services and familiarity with community facilities, and resources for providing local services.
- ◆ Ability to independently make decisions.
- ◆ Commitment to the role of public health in promoting racial justice and health equity.
- ◆ Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities.
- ◆ Grant writing and reporting experience
- ◆ Excellent interpersonal, verbal, and written communication skills
- ◆ Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel
- ◆ Strong organizational skills and the ability to work with a high level of detail, to prioritize multiple tasks, and to deal effectively with interruptions.
- ◆ Ability to change direction and rearrange tasks according to deadlines and circumstance.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

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

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. This position may require direct client/patient contact and because of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

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.

***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.***

TOWN OF CONCORD  
Personnel Policy and Procedure #7-2

**Miscellaneous Compensation Schedule – Recreation**

***Date Effective: 4/7/1/2023***

**POSITION TITLE**

➤ **Recreation Associate**

*Temporary and Limited-Status employees of Recreation Department shall hold the position of "Recreation Associate." Recreation Associates may perform more than one function for the department and may be paid at different rates of pay. The approved function titles and pay ranges are contained in this schedule.*

➤ **Swim/Fitness Specialist**

*This Miscellaneous Compensation Schedule shall also be used to determine function titles and pay ranges for regular-status employees holding the position of "Swim/Fitness Specialist" in the SF-1 Grade of the Classification and Compensation Plan.*

<u>FUNCTION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM<sup>1</sup></u>
<u>SWIM &amp; FITNESS – MANAGERIAL</u>		
Beede General Manager	\$79,473	\$101,764
Assistant to the Beede General Manager	\$56,294	\$75,758
Aquatics Director	\$56,294	\$75,758
Beede Program Manager	\$53,809	\$72,649
Beede Marketing & Special Events Coordinator	\$53,809	\$72,649
Membership Coordinator	\$51,878	\$66,147

<u>FUNCTION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM<sup>2</sup></u>
<u>SWIM &amp; FITNESS - GENERAL</u>		
Waterfront Director	\$21.00	\$35.00
Aquatics Generalist	\$15.00	\$25.00
Head Lifeguard	\$21.00	\$30.00
Lifeguard	\$15.75	\$20.00
Water Safety Instructor	\$17.00	\$25.00
Water Fitness Instructor	\$36.00	\$50.25
Swim Coach		
Assistant	\$15.50	\$19.50
Head	\$20.00	\$31.00
Group Exercise Instructor	\$46.00	\$75.00*
		* - Max is \$63.04 for S/F Specialist
Fitness Trainer	\$16.00	\$27.00
Private Personal Fitness Trainer	\$35.00	\$50.00

SUMMER PROGRAMS

SUMMER PROGRAMS

<u>Summer Program Instructor</u>	<u>\$15.75</u>	<u>\$40.00</u>
<u>Summer Program Assistant</u>	<u>\$15.00</u>	<u>\$25.75</u>
<u>Counselor in Training Coordinator</u>	<u>\$15.00</u>	<u>\$25.75</u>

<u>Camp Director</u>	<u>\$25.25</u>	<u>\$45.00</u>
<u>Assistant Camp Director</u>	<u>\$20.00</u>	<u>\$35.00</u>
<u>Summer Health Care Supervisor</u>	<u>\$20.00</u>	<u>\$30.00</u>
<u>Camp Specialist</u>	<u>\$15.75</u>	<u>\$24.25</u>
<u>Lead Counselor</u>	<u>\$16.75</u>	<u>\$18.25</u>
<u>Counselor</u>	<u>\$15.00</u>	<u>\$16.75</u>
<u>Junior Counselor</u>	<u>\$15.00</u>	<u>\$15.00</u>

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*<sup>1</sup> Minimums and Maximums listed are annualized, but salary may be weekly or hourly. The annual rates are controlling when performing calculations and are based on 52.2 weeks at 40 base hours per week; compensation will be prorated for part-time schedules.*





TOWN OF CONCORD  
Personnel Policy and Procedure #7-2

**Miscellaneous Compensation Schedule – Recreation**  
***Date Effective: 7/1/2023***

**POSITION TITLE**

➤ **Recreation Associate**

*Temporary and Limited-Status employees of Recreation Department shall hold the position of "Recreation Associate." Recreation Associates may perform more than one function for the department and may be paid at different rates of pay. The approved function titles and pay ranges are contained in this schedule.*

➤ **Swim/Fitness Specialist**

*This Miscellaneous Compensation Schedule shall also be used to determine function titles and pay ranges for regular-status employees holding the position of "Swim/Fitness Specialist" in the SF-1 Grade of the Classification and Compensation Plan.*

**FUNCTION TITLE**

**MINIMUM**

**MAXIMUM**

**SWIM & FITNESS - GENERAL**

Waterfront Director	\$21.00	\$35.00
Aquatics Generalist	\$15.00	\$25.00
Head Lifeguard	\$21.00	\$30.00
Lifeguard	\$15.75	\$20.00
Water Safety Instructor	\$17.00	\$25.00
Water Fitness Instructor	\$36.00	\$50.25
Swim Coach		
<i>Assistant</i>	\$15.50	\$19.50
<i>Head</i>	\$20.00	\$31.00
Group Exercise Instructor	\$46.00	\$75.00*
		* - Max is \$63.04 for S/F Specialist
Fitness Trainer	\$16.00	\$27.00
Private Personal Fitness Trainer	\$35.00	\$50.00

**SUMMER PROGRAMS**

Summer Program Instructor	\$15.75	\$40.00
Summer Program Assistant	\$15.00	\$25.75
Counselor in Training Coordinator	\$15.00	\$25.75
Camp Director	\$25.25	\$45.00
Assistant Camp Director	\$20.00	\$35.00
Summer Health Care Supervisor	\$20.00	\$30.00
Camp Specialist	\$15.75	\$24.25
Lead Counselor	\$16.75	\$18.25
Counselor	\$15.00	\$16.75
Junior Counselor	\$15.00	\$15.00

**CHILDCARE PROGRAMS**

Lead Teacher	\$22.00	\$30.00
Teacher	\$18.50	\$22.00
Assistant Teacher	\$15.00	\$18.50
Site Coordinator	\$25.00	\$30.00
Group Leader	\$17.75	\$25.00
Assistant Group Leader	\$15.00	\$17.75

**FUNCTION TITLE**

**MINIMUM**

**MAXIMUM**

**GENERAL RECREATION**

Intern	\$15.00	\$18.00
Nurse	\$25.00	\$50.00
Beede Member Service Assistant	\$15.00	\$17.50
Office Clerk	\$15.00	\$22.25
Office Assistant	\$15.75	\$26.50
Inclusion Aide	\$18.00	\$30.00
Private Program Instructor	\$20.00	\$60.00
Program Instructor	\$20.00	\$45.00
Program Assistant	\$15.00	\$18.00
Program Director	\$20.00	\$40.00
Site Supervisor, Level 1	\$15.00	\$18.00
Site Supervisor, Level 2	\$19.00	\$22.00

## Personnel Board Charge DRAFT

### Vision-Mission Statement:

The Town of Concord desires to have personnel policies and procedures, and a Personnel By Law, that support and sustain a healthy work environment for Town employees. We endeavor to become a welcoming community with a strong reputation of fair, consistent and equitable leaders who foster teamwork, embrace all employees, supporting their growth and development towards excellence in all fields of municipal governance.

[goal: condense above to one sentence]

The Personnel Board for the Town of Concord endeavors to support the development of a town that is a welcoming community, with employees who work in an environment that is fair, consistent and equitable; with leaders who foster teamwork and support the growth and development of all employees.

### Purpose and Scope:

In support of this ~~Mission~~Vision, the Personnel Board is a volunteer Board that serves in ~~both~~ an advisory role to ~~both~~ the Select Board and ~~to~~ the Town Manager. The Personnel Board is also responsible for providing oversight in the administration of the Personnel Bylaw, ensuring that the Bylaw establishes an equitable and efficient system of personnel administration for Concord's non-union, regular employees.

### Membership:

The Personnel Board is to consist of five volunteer members, appointed by the Select Board. Each member will serve staggered three-year terms, with a limit of ~~69~~ years (or ~~two~~ ~~three~~ terms) for any one person to serve on the Personnel Board. Select Board approval of ~~second and third~~ ~~a second~~ terms is required. The Board is to elect a chairperson from the five members. At least some members shall have professional or personal experience or expertise in personnel administration and/or finance, or a related field; the latter to better ascertain and understand the financial impact of proposals on both the Town and employees.

*Note: in Chelmsford, the Personnel Board has one member who is elected from amongst current town employees. Considering our goal to improve communications and trust with employees, we might consider this approach?*

### Duties and Responsibilities:

-The Personnel Board shall have advisory responsibility for the administration of the Personnel Bylaw (Wage and Salary Classification Plan) of the Town, including the following:

- a) ~~In cooperation with the Town Manager and the Human Resources Director,~~ the Personnel Board will review ~~and establish~~ and confirm job classifications, minimum and maximum wage brackets, and salary schedules for all non-union, regular town positions

~~with the Town Manager and the HR Director~~, for approval by Town Meeting, with the exception of:

1. Jobs under the direction and control of the School Committee, provided that school employees may be included in the Plan as requested by the School Committee; and
  - ~~2. Positions filled by popular election, provided that the Personnel Board shall make recommendations regarding salaries for elective positions prior to the annual town Meeting as requested by Select Board.~~
  - ~~3-2.~~ Employees with personal employment contracts.
- b) In cooperation with the Town Manager and Human Resources Director, recommends non-wage provisions governing the positions under the Plan for approval by the Town Meeting consistent with applicable laws, including such items as vacations, hours, days and weeks of work, insurance benefits, leaves of absence, sick leave, military leave, jury duty, workers' compensation, overtime, etc.
  - c) Provides written recommendation to the Town Meeting about any Warrant Article pertaining to non-union employees and/or employees affected by the Personnel Bylaw.
  - d) Reviews job descriptions for all positions included in the Plan to ensure they are properly classified and align with the overall HR strategy for the Town.
  - e) ~~Reviews at reasonable intervals~~At reasonable intervals, review job classification rates of pay under the Wage and Salary Classification Plan, taking into account such factors as pay rates for like jobs in comparable Massachusetts' towns, ~~pay rates for like jobs in private industry in the Concord area~~, cost-of-living indexes and current rates of pay for the like jobs for unionized employees in Concord Town and School positions, and make recommendations as appropriate to the Town Meeting.
  - f) The Personnel Board will receive the appeal of any employee aggrieved by the operation of any provisions of the Classification and Compensation Plan, or those aggrieved by any action of the appointing authority. The Personnel Board will investigate and consider the disputed questions involved, holding private and/or public hearings as appropriate, rendering a recommendation to the Town Manager and the Select Board to take action relative to the dispute as may be authorized in the Classification and Compensation Plan.
  - g) Upon request of the Town Manager, provide input into the hiring and annual performance review of the Human Resources Director, who provided staff assistance to the Personnel Board.
  - h) The Personnel Board will resolve all questions and disputes relative to interpretation of the provisions of the Classification & Compensation Plan as may be referred to by the employees and officials of the Town.
  - i) ~~Personnel~~ Board to provide policy advice to the Town Manager on collective bargaining matters as requested.

**Communication:** In support of overall town governance, town citizens and town employees, the Personnel Board will be responsible for regular communications with each stakeholder group.

- The Personnel Board will serve as a key support for the Town Manager and Select Board in communicating relevant information about procedural changes (e.g. with the Bylaw).

**Commented [EC1]:** This (i) point was questioned in the 7/12 PB meeting. Is it necessary? It is also in the Bylaw, so should have review from the Select Board and Town Manager prior to any changes.

- The Personnel Board will support the development and maintenance of an Employee Handbook.
- Working with the Town Manager and HR Director, the Personnel Board will support development of a regular communication strategy to share information on basic employment data, and recognize outstanding service by town employees.

**Commented [EC2]:** Some discussion re: what the definition of an Employee Handbook is, and what it might need for the town. This point was a recommendation of the Personnel Study Task Force.

**Governance:** The Personnel Board has no decision-making authority, but as specified in the Personnel Bylaw, the Town Manager, with advice from the Personnel Board, do have joint authority to adopt policies and procedures to implement and interpret the Personnel Bylaw.

- The Personnel Board is to meet at a regular, scheduled time with meeting date/times posted on the town website consistent with the Open Meeting Law. ~~Meeting materials~~The Personnel Board will ~~stive to be~~ post Meeting materials on the town website at least five (5) days prior to the scheduled meeting date.
- At least three (3) members of the committee are necessary for a quorum. Under current Massachusetts public meeting law, attendees can join in person or via webcast.
- Consistent with the provision ~~of~~ the Massachusetts Open Meeting Law, executive sessions are allowed.
- Each year, the Personnel Board is to elect leadership positions as specified in the Personnel Bylaw.
- Any changes to the Personnel Board Charge must be approved by the Select Board.
- Any changes to the Personnel Board Bylaw must be approved by Town Meeting.

**Human Resources:** In support of the Town Manager and the HR Department, the Personnel Board shall work regularly, with supporting data, to identify and rectify challenges with recruitment, employee turnover, performance review processes. In all these advisory capacities, the Personnel Board shall work to stabilize a diverse, equitable and inclusive workforce.

- The ~~monthly~~ HR Dashboard will be jointly designed and the cadence of updates agreed upon, between the HR Department and the Personnel Board, with approval from the Select Board and the Town Manager. Once ~~established, HR~~ reestablished, the HR Dashboard will be reviewed annually to confirm ongoing ~~relevance, and~~ relevance and updated as needed. Regular updates of the dashboard will correspond to agreed-upon timelines for specific dashboard items.
  - ~~The monthly Dashboard to include new appointments to positions, updates on training programs, gender equity analysis, staffing information (hires/departures/exit interviews/retention rates, etc.) and adherence to DEI policies for hiring and retention practices.~~

**Employee Relations:** The Personnel Board will support non-union, regular town employees in developing and maintaining a positive work culture and environment. The Personnel Board will hold regularly scheduled meetings (XX/year) with non-union regular employees with the express goal of supplementing knowledge of employee satisfaction and employee morale.

- ~~Employee satisfaction: In addition to monthly dashboard updates, meetings with non-union regular town employees will seek to engage employees at all levels, providing~~

**Commented [EC3]:** A draft revision to this sentence as per discussion of the PB on 7/12:  
"The Personnel Board will review regular employee surveys and make recommendations to the HR Director, Town Manager and Select Board as to how the Town might respond and improve the work culture for Town employees."

another avenue for open communication. Knowledge gained from meetings will be brought back for Personnel Board discussion and advice for the Select Board and the Town Manager.

- Employee morale: Through regularly scheduled meetings, the Personnel Board shall seek to understand and support the development and maintenance of a positive work culture for all non-union regular employees.