

**TOWN OF CONCORD PERSONNEL BOARD
AGENDA**

Tuesday, January 2, 2024

5:15 p.m.

55 Church St & Zoom Video Conference

Join Zoom Meeting

<https://us02web.zoom.us/j/89603811139?pwd=eFE3c2ZiQ1J1cDc3WG81aFBjZDhMQT09>

Meeting ID: 896 0381 1139

Passcode: 447537

- 1. Call to Order**

- 2. Classification Actions**

- 3. Preparation of Warrant Article for 2024 Review draft and further develop articles:**
 - Ratify Classification & Compensation Plan for 2024
 - Ratify Personnel Bylaw
 - Employee/Public Comment

- 4. Adjournment**

Meeting materials will be available at: www.concordma.gov/PersonnelBoard



Council on Aging Director

Department: Human Services/ Council on Aging Division
Reports To: Assistant Town Manager
Appointed by: Town Manager

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

GENERAL SUMMARY:

Under the general supervision of the Assistant Town Manager, performs professional, administrative and supervisory work in developing and implementing the programs and services of the Council on Aging Division to meet the needs of and enhance the quality of life of the town's older adults population. Oversees the operation of the Harvey Wheeler Community Center (HWCC), shared parking lot and grounds. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction and control of the position. Exercises considerable initiative, creativity and independent judgment in the planning, administration and execution of the department's programs and services and in the direction of personnel. Employee is required to work independently in formulating decisions regarding policies, procedures, operations and plans for all areas of responsibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who 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.

- ◆ Identifies and responds to the needs of Concord's older adults population. Develops, plans and directs the programs and services of the Council on Aging Division subject to the direction of senior management. Maintains continual professional and technical review and analysis of the adequacy and effectiveness of all areas of service including but not limited to: Nursing, Social Work, Meals, Transportation, Social and Recreational Programming and Volunteerism. Participates in long term planning and identifying unmet needs.
- ◆ Must perform duties with a high degree of individual initiative and independence from direct supervision.
- ◆ Attends all Council on Aging Board meetings and those of other civic groups representing older adult residents, and facilitates information sharing and collaboration between HWCC, the Town Manager's Office and other Town departments.
- ◆ Empathize and be passionate about working with older adults. Provide information, counseling, referral, emergency intervention and support services to older adults and their families regarding available, health care, home care, mental health services, housing, legal issues, long term care and additional social services as needed.
- ◆ Must be able to respect and preserve confidentiality. Has access to division related confidential and or sensitive information about clients, families and staff. Must use discretion in connection with confidential information including financial and medical records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the division.

Senior Services Director

- ◆ Manage and implement the hiring and training of employees, manage and supervise work schedules, performance appraisal system, corrective actions, CORI approvals, job description reviews, and other personnel related functions. Hold staff and management meetings as necessary.
- ◆ Coordinates the COA Van Service. Oversees the maintenance needs of the vehicle(s). Plans for the regular replacement of vehicles and submits requests for borrowing, uses the appropriate bid process to purchase vehicles.
- ◆ Networks with other town departments, agencies and organizations providing services to older adults in order to ensure the provision of coordinated services.
- ◆ Prepares the Annual Report submission of the COA. Maintains statistical records for budgetary and planning purposes.
- ◆ Act as a mandated reporter of elder abuse, neglect and financial exploitation by making verbal and written reports as required. Provides direct oversight for all cases requiring a report to Protective Services.
- ◆ Provide supervision and editorial oversight for the monthly newsletter and other forms of communication intended for the general public including both print and social media, cable TV and page on Town Website.
- ◆ Manage on-site Gift Shop and ensure all applicable laws and procedures are followed.
- ◆ Maintain a durable medical equipment loan program and ensure compliance with liability release forms, a system of inventory control and reasonable efforts to ensure good condition of equipment.
- ◆ Maintains liaison with, and seeks support from, community organizations, groups, professionals, etc. interested in the services provided by the COA.
- ◆ Promotes Division programs and services through the preparation of newsletters, newspaper articles, and presentations to community groups, etc. Responds to requests for information and actions (letters, manuals, memos, meeting notices, etc.).
- ◆ Prepares and recommends both the Division's budget and the budget for the Harvey Wheeler Community Center to the Assistant Town Manager; reviews budgets with citizen committees as required; administers approved funds in accordance with town policies and procedures and within the adopted budget.
- ◆ Monitors and manages expenditures and revenues. Oversees and approves payroll and any supporting documents.
- ◆ Recommends to Senior Management and prepares public and private grant applications for State and other charitable funding. Ensures compliance with grant awards.
- ◆ Prepares various other reports related to Division and HWCC.
- ◆ Serves as facility manager for HWCC by serving the needs of other departments who require the use of the building and supervising and managing the rental of the building on evenings and weekends. Oversees building, grounds and parking lot maintenance, custodial services, security and safety. Identifies major repair needs and participates in the repair planning process. Obtains related cost estimates. Recommends related actions to the Assistant Town Manager and may supervise related contractor repair and maintenance services.
- ◆ Work collaboratively with the Facilities Manager and the Sustainability Director to continue to find creative ways to reduce energy at the HWCC.
- ◆ Prepare report for all incidents and accidents on COA/HWCC property.
- ◆ Assist Concord Emergency Services Director with opening of HWCC as an emergency shelter when needed.
- ◆ Attends trainings, conferences and seminars as required/needed to expand knowledge base.

Senior Services Director

- ◆ As time permits, participate in local, state and/or national projects, committees and events.
- ◆ 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 or indirectly supervises the activities and performance of and provides functional oversight to approximately 16 employees (11 FTEs) and 150 volunteers and 1-2 Senior Tax Work off employees. Director is accountable for the direction and success of programs accomplished through others. Carries out supervisory responsibilities in accordance with Concord's policies and applicable laws. Responsibilities include interviewing and training employees; making recommendations regarding selection, termination and discipline; planning, assigning, and directing work; evaluating performance and recommending pay increases; addressing complaints and resolving problems.

EDUCATION & EXPERIENCE:

Bachelor's degree in social work or related human services field required. Master's degree preferred, plus seven years of progressively responsible professional experience in geriatrics and human services. Minimum of 5 years supervisory experience. Minimum of 2 years Facility maintenance experience and 1 year of Budget Management and oversight experience. Previous COA municipal experience preferred.

SPECIAL REQUIREMENTS:

Valid motor vehicle operator's license.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Considerable knowledge of the process of aging and of appropriate social activities and resources available to older adults. Be familiar with demographics, research, legislation and governmental policy and regulation issues and trends impacting seniors.
- ◆ Ability to create a warm, safe, caring, and nurturing environment in HWCC that encourages independence among attending seniors.
- ◆ Knowledge of grant-writing.
- ◆ Knowledge of intergenerational programming
- ◆ Working knowledge of Board of Health regulations as they relate to meal service for older adults.
- ◆ Experience working in municipal government. Knowledge and understanding of the principles and practices involved in Council on Aging services and the federal and state laws and regulations governing the services and work of COA programs. Knowledge of effective public and community relations practices.
- ◆ Excellent interpersonal and listening skills; ability to communicate effectively both verbally and in writing; excellent public relations skills 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 and to supervise the work of subordinates. Ability to form connections with other relevant agencies.
- ◆ Ability to exercise independent good judgement in decision making, analyzing problems and formulating recommendations in both positive and adverse situations.

Senior Services Director

- ◆ Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the municipality.
- ◆ Must be able to represent the COA effectively and to advocate for older adults in a variety of situations requiring knowledge, negotiation skills, diplomacy and tact. Ability to recognize Town-wide priorities and work cooperatively to support their accomplishments; ability to work with a high level of detail, to prioritize multiple tasks and to deal effectively with interruptions; ability to identify and analyze complex issues and to develop appropriate recommendations.
- ◆ Ability to analyze human services and geriatric program issues and to develop relevant and realistic plans, programs and recommendations. Extensive ingenuity is required to develop new or adapt existing methods and approaches for accomplishing objectives Ability to develop innovative cost-effective programs to meet community needs.
- ◆ Ability to recruit, train and supervise employees and volunteers effectively. Ability to interact with older adults- in an empathetic and sensitive manner.
- ◆ Professional working knowledge and proficiency in Word, Excel, PowerPoint, Outlook and various online applications. Experience with "My Senior Center" 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.

The position requires attendance at several evening meetings and events and occasional weekend activities and the ability to be contacted outside of normal work hours in emergency situations.

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.

May occasionally be required to assist with the set-up of rooms, which requires the lifting of tables and chairs. May require climbing a ladder to the roof of the building to inspect equipment or building condition.

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.



Finance Specialist

Department: Finance/ Treasury
Reports To: Deputy Treasurer/ Collector
Appointed by: Town Manager

Salary Grade: 3
FLSA Status: Non-Exempt
Date: December 2023

GENERAL SUMMARY:

Under the general supervision of the Deputy Treasurer/Collector, collects and records all payments made to the town and Concord Public Schools; compiles data supporting detail of daily receipts; prepares daily and monthly reports for the Treasurer-Collector's Division for supervisory review and transmittal to the Town Accountant. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction and control of the position. Performs varied 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.

- ◆ Accepts all funds received by the Town and Concord Public Schools by mail, online transmittals, lockbox records, remote deposits, departmental turnovers, and Town House customers. Processes cash out of the register and prepares daily bank deposits. Compiles data supporting detail of daily receipts from various banks, prepares daily and monthly reports for the Treasurer-Collector's Division and reports of Treasurer's cash for the Deputy Treasurer's review and transmittal to the Town Accountant for reconciliation purposes; resolves discrepancies.
- ◆ Responsible for making bank deposits daily.
- ◆ Using receivables software, applies payments to utility accounts, property tax, motor vehicle and curbside accounts.
- ◆ Reconciles reports for utility payments received daily from various payment methods. Records payments in revenue software. Posts payments manually as needed.
- ◆ Records miscellaneous payments as they arrive, ensuring checks are deposited in a timely manner.
- ◆ Acts as first contact person for Treasury Division for telephone, counter, and e-mail requests for information concerning property taxes, motor vehicle excise taxes, parking violations, parking permits, curbside subscriptions, false alarm bills and other miscellaneous receivables.
- ◆ Approves or denies permits in online permitting system based on status of taxes.

Finance Specialist

- ◆ Manages parking violation appeal requests and coordinates parking hearings and dispositions of appeals with Hearing Officer and parking vendor; sends manual tickets to the parking vendor for recording and corresponds with vendor to resolve discrepancies.
- ◆ Manages parking permit sales following renewal and waitlist processes; prepares bill schedule reflecting percentage of revenue due to outside parties.
- ◆ Records daily parking receipts made via credit cards or PaybyPhone.
- ◆ Issues curbside tag invoices to vendors and maintains receivables; monitors tag inventory.
- ◆ Issues barrel stickers to Town House customers; maintains barrel sticker receivables for vendors.
- ◆ Maintains receivables records for police details. Records payments of police false alarm bills.
- ◆ Maintains water/sewer special service invoices and receivables.
- ◆ Responsible for courteous, effective, and efficient customer service, often requiring interruption of other work processes.
- ◆ Issues delinquent notices for miscellaneous receivables as directed by the Deputy Treasurer/Collector.
- ◆ Sorts and distributes town mail received at the Town House as needed. Meters outgoing mail as needed.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None.

EDUCATION & EXPERIENCE:

Any combination of education and experience that provides the ability to perform functions is qualifying. A typical example of this is:

- ◆ Associate's Degree in Accounting or Bookkeeping or two-year college certificate plus one to three years of bookkeeping and general clerical experience.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Excellent interpersonal skills; ability to listen and fully understand customer's concerns; ability to communicate effectively both verbally and in writing; ability to effectively deal with all customers in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers. Ability to work accurately and rapidly with numbers using cash register, calculator, and other means/methods.
- ◆ Working knowledge of general accounting. Familiarity with municipal government and related statutes, policies and procedures. Thorough knowledge of office procedures, practices and terminology.
- ◆ Ability to learn and effectively utilize computer-based information systems; skill with automated word-processing and spreadsheet applications.

Finance Specialist

- ◆ 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.
- ◆ Must be able to understand customer inquiries and respond with brevity and clarity. Courteous, effective, and efficient customer service response.

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.

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

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

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

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

CLASSIFICATION AND COMPENSATION PLAN
Effective July 1, 2023 Revision Date: December 18, 2023

Hourly rates control calculations; Annual rates illustrate base compensation at 40 hours per week for 52 weeks.

Grade	Classification Title	Base Pay Rates			
		Minimum	Mid-Point	Maximum	
18	Chief Financial Officer	Annual	\$138,174	\$165,807	\$193,440
	Chief Technology Officer	Hourly	\$66.43	\$79.72	\$93.00
	Deputy Town Manager				
17	Assistant Town Manager	Annual	\$129,126	\$154,950	\$180,773
	Director of Public Works	Hourly	\$62.08	\$74.50	\$86.91
	Fire Chief				
	Police Chief				
16	Director of Community Development	Annual	\$120,682	\$144,820	\$168,958
	Director of Human Resources	Hourly	\$58.02	\$69.63	\$81.23
	Director of Library Services				
15	Assistant Fire Chief	Annual	\$112,778	\$135,335	\$157,893
	Building Commissioner	Hourly	\$54.22	\$65.07	\$75.91
	Facilities Director <u>Manager</u>				
	Highway & Grounds Superintendent				
	Recreation Director				
	Police Captain				
	Town Engineer				
	Water/Sewer Superintendent				
14	Public Health Director	Annual	\$102,045	\$122,450	\$142,854
	Special Projects Manager/Systems Manager	Hourly	\$49.06	\$58.87	\$68.68
	Town Accountant				
	Town Assessor				
13	Assistant Town Engineer	Annual	\$97,178	\$116,615	\$136,053
	Assistant Water/Sewer Superintendent	Hourly	\$46.72	\$56.07	\$65.41
	Beede Center General Manager				
	IT Operations Manager				
	Natural Resources Director				
	Police Lieutenant				
	Senior Services Director				
	Town Planner				

12	Assistant Director of Library Services	<i>Annual</i>	\$92,539	\$111,051	\$129,563
	Assistant Facilities Director <u>Manager</u>	<i>Hourly</i>	\$44.49	\$53.39	\$62.29
11	Assistant Highway & Grounds Superintendent				
	Customer Service Manager				
11	Financial Manager/Accountant				
	Town Clerk				
11	Assistant Human Resources Director	<i>Annual</i>	\$88,150	\$105,778	\$123,406
	Assistant Recreation Director	<i>Hourly</i>	\$42.38	\$50.86	\$59.33
10	Budget & Purchasing Director				
	Business Manager				
10	Deputy Treasurer/ Collector				
	GIS Program Manager				
10	Operations Manager				
	Sustainability Director				
10	Childcare Services Manager	<i>Annual</i>	\$85,259	\$102,305	\$119,350
	HVAC Technician/Master Plumber	<i>Hourly</i>	\$40.99	\$49.19	\$57.38
9	Media Manager				
	Municipal Archivist/Records Manager				
9	Public Health Nurse				
	Public Works Supervisor				
9	Senior Public Works Engineer				
	Assistant Natural Resources Director	<i>Annual</i>	\$80,434	\$96,522	\$112,611
9	Aquatics Manager	<i>Hourly</i>	\$38.67	\$46.41	\$54.14
	Communications Manager				
9	Community Services Coordinator				
	Customer Service Supervisor				
9	Economic Vitality Manager				
	Energy Efficiency & Electrification Coordinator				
9	Environmental Health & Safety Manager				
	Local Inspector				
9	Risk & Compliance Programs Manager				
	Senior Environmental & Regulatory Coordinator				
9	Senior Public Health Inspector				
	Senior Treatment Systems Operator				
9	Social Services Supervisor				
	Tourism Manager				

8	Administrative & Operations Supervisor	Annual	\$75,899	\$91,073	\$106,246
	Assistant Assessor	Hourly	\$36.49	\$43.79	\$51.08
	Assistant Town Accountant				
	Assistant Town Clerk				
	Assistant Treasurer				
	Associate Financial Manager/Accountant				
	Crew Leader				
	Crew Leader/Electrician & Carpenter				
	<u>Electrical Inspector*</u>				
	HVAC Technician				
	Land Manager				
	Management Analyst				
	Public Works Engineer				
	Senior Financial Analyst				
Senior Information Systems Technician					
Senior Master Mechanic					
Senior Planner					
Senior Utility Electrician					
7	Business Systems Analyst	Annual	\$71,573	\$85,894	\$100,214
	Aquatics Supervisor	Hourly	\$34.41	\$41.30	\$48.18
	Assistant to the Beede Center General Manager				
	Facilities Custodial Supervisor				
	GIS Analyst				
	Production Manager				
	Program Analyst				
	Public Health Inspector				
	Recreation Facilities Coordinator				
	Recreation Supervisor				
	Senior Facilities/Landscape Maintainer				
	Treatment Systems Operator				
	Utility Electrician				
6	Energy Efficiency & Electrification Specialist	Annual	\$67,704	\$81,245	\$94,786
	Engineering Technician	Hourly	\$32.55	\$39.06	\$45.57
	Executive Assistant to the Select Board				
	Executive Assistant to the Town Manager				
	Facilities Maintainer/Skilled Carpenter				
	Human Resources Generalist				
	Information Systems Technician				
	Membership Coordinator				
	Office Administrator				
	Payroll & Finance Generalist				
	<u>Senior Producer & Education Coordinator*</u>				

5	Environmental & Regulatory Coordinator	<i>Annual</i>	\$64,459	\$77,355	\$90,251
	Equipment/Line Operator	<i>Hourly</i>	\$30.99	\$37.19	\$43.39
	Geriatric Health Nurse				
	GIS Technician				
	Maintenance & Warehouse Coordinator				
	Office Accountant				
	Office Coordinator				
	Outreach Coordinator				
	Project & Procurement Coordinator				
	Senior Meter Technician				
	Senior Producer				
	Water/Sewer System Maintainer				
	4	Accounts Payable Specialist	<i>Annual</i>	\$61,402	\$73,684
Associate Engineer		<i>Hourly</i>	\$29.52	\$35.43	\$41.33
Customer Services Specialist					
Education Coordinator					
Facilities/Landscape Maintainer					
Meter Technician					
Senior Administrative Specialist					
Senior Finance Specialist					
3	Administrative Specialist	<i>Annual</i>	\$58,490	\$70,190	\$81,890
	Finance Specialist	<i>Hourly</i>	\$28.12	\$33.75	\$39.37
	Fitness Trainer				
2	Activity Coordinator	<i>Annual</i>	\$55,702	\$66,841	\$77,979
	Customer Support Specialist	<i>Hourly</i>	\$26.78	\$32.14	\$37.49
	Senior Building Custodian				
	Senior Crew Member				
	Senior Van Driver				
1	Building Custodian	<i>Annual</i>	\$53,040	\$63,648	\$74,256
	Crew Member	<i>Hourly</i>	\$25.50	\$30.60	\$35.70
	Finance Assistant				
	Office Assistant				
LP-17	Director of Concord Municipal Light Plant	<i>Annual</i>	\$170,955	\$205,140	\$239,325
		<i>Hourly</i>	\$82.19	\$98.63	\$115.06
LP-16	<i>(No positions in grade)</i>	<i>Annual</i>	\$148,637	\$178,370	\$208,104
		<i>Hourly</i>	\$71.46	\$85.76	\$100.05
LP-15	Assistant Director of Concord Municipal Light Plant	<i>Annual</i>	\$129,251	\$155,106	\$180,960
		<i>Hourly</i>	\$62.14	\$74.57	\$87.00
LP-14	Broadband Manager	<i>Annual</i>	\$121,763	\$146,120	\$170,477
		<i>Hourly</i>	\$58.54	\$70.25	\$81.96
	Power Supply & Rates Administrator				

LP-13	Lead Electrical Engineer	<i>Annual</i>	\$113,797	\$136,552	\$159,307
	Line Supervisor	<i>Hourly</i>	\$54.71	\$65.65	\$76.59
LP-12	Lead Lineworker	<i>Annual</i>	\$106,371	\$127,639	\$148,907
		<i>Hourly</i>	\$51.14	\$61.37	\$71.59
LP-11	Electrical Engineer	<i>Annual</i>	\$99,403	\$119,278	\$139,152
	Senior Network Engineer	<i>Hourly</i>	\$47.79	\$57.35	\$66.90
LP-10	Lineworker, Grade 1	<i>Annual</i>	\$96,595	\$115,918	\$135,242
		<i>Hourly</i>	\$46.44	\$55.73	\$65.02
LP-9	Network Engineer	<i>Annual</i>	\$89,877	\$107,848	\$125,819
		<i>Hourly</i>	\$43.21	\$51.85	\$60.49
LP-8	Lead Broadband Technician	<i>Annual</i>	\$83,595	\$100,318	\$117,042
	Meter Supervisor Senior Engineering Technician	<i>Hourly</i>	\$40.19	\$48.23	\$56.27
LP-7	Lineworker, Grade 2	<i>Annual</i>	\$77,771	\$93,319	\$108,867
	Senior Broadband Technician	<i>Hourly</i>	\$37.39	\$44.87	\$52.34
LP-6	Broadband Technician	<i>Annual</i>	\$67,704	\$81,245	\$94,786
		<i>Hourly</i>	\$32.55	\$39.06	\$45.57
LP-5	Lineworker, Grade 3	<i>Annual</i>	\$64,459	\$77,355	\$90,251
		<i>Hourly</i>	\$30.99	\$37.19	\$43.39
LP-4	<i>(No positions in grade)</i>	<i>Annual</i>	\$61,402	\$73,684	\$85,966
		<i>Hourly</i>	\$29.52	\$35.43	\$41.33
LP-3	<i>(No positions in grade)</i>	<i>Annual</i>	\$58,490	\$70,190	\$81,890
		<i>Hourly</i>	\$28.12	\$33.75	\$39.37
LP-2	<i>(No positions in grade)</i>	<i>Annual</i>	\$55,702	\$66,841	\$77,979
		<i>Hourly</i>	\$26.78	\$32.14	\$37.49
LP-1	<i>(No positions in grade)</i>	<i>Annual</i>	\$53,040	\$63,648	\$74,256
		<i>Hourly</i>	\$25.50	\$30.60	\$35.70

(End of new Classification & Compensation Plan)

CLASSIFICATION AND COMPENSATION PLAN

Revision Date: December 18, 2023

Hourly rates control calculations; Annual rates illustrate base compensation at 40 hours per week for 52 weeks.

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	Highway & Grounds Superintendent				
	Recreation Director				
	Police Captain				
	Town Engineer				
	Water/Sewer Superintendent				
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	Beede Center General Manager				
	IT Operations Manager				
	Natural Resources Director				
	Police Lieutenant				
	Senior Services Director				
	Town Planner				

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	Assistant Facilities Manager	<i>Hourly</i>	\$44.49	\$53.39	\$62.29
11	Assistant Highway & Grounds Superintendent				
	Customer Service Manager				
11	Financial Manager/Accountant				
	Town Clerk				
11	Assistant Human Resources Director	<i>Annual</i>	\$88,150	\$105,778	\$123,406
	Assistant Recreation Director	<i>Hourly</i>	\$42.38	\$50.86	\$59.33
10	Budget & Purchasing Director				
	Business Manager				
10	Deputy Treasurer/ Collector				
	GIS Program Manager				
10	Operations Manager				
	Sustainability Director				
10	Childcare Services Manager	<i>Annual</i>	\$85,259	\$102,305	\$119,350
	HVAC Technician/Master Plumber	<i>Hourly</i>	\$40.99	\$49.19	\$57.38
9	Media Manager				
	Municipal Archivist/Records Manager				
9	Public Health Nurse				
	Public Works Supervisor				
9	Senior Public Works Engineer				
	Assistant Natural Resources Director	<i>Annual</i>	\$80,434	\$96,522	\$112,611
9	Aquatics Manager	<i>Hourly</i>	\$38.67	\$46.41	\$54.14
	Communications Manager				
9	Community Services Coordinator				
	Customer Service Supervisor				
9	Economic Vitality Manager				
	Energy Efficiency & Electrification Coordinator				
9	Environmental Health & Safety Manager				
	Local Inspector				
9	Risk & Compliance Programs Manager				
	Senior Environmental & Regulatory Coordinator				
9	Senior Public Health Inspector				
	Senior Treatment Systems Operator				
9	Social Services Supervisor				
	Tourism Manager				

8	Administrative & Operations Supervisor	<i>Annual</i>	\$75,899	\$91,073	\$106,246
	Assistant Assessor	<i>Hourly</i>	\$36.49	\$43.79	\$51.08
	Assistant Town Accountant				
	Assistant Town Clerk				
	Assistant Treasurer				
	Associate Financial Manager/Accountant				
	Crew Leader				
	Crew Leader/Electrician & Carpenter				
	Electrical Inspector				
	HVAC Technician				
	Land Manager				
	Management Analyst				
	Public Works Engineer				
	Senior Financial Analyst				
	Senior Information Systems Technician				
	Senior Master Mechanic				
Senior Planner					
Senior Utility Electrician					
7	Business Systems Analyst	<i>Annual</i>	\$71,573	\$85,894	\$100,214
	Aquatics Supervisor	<i>Hourly</i>	\$34.41	\$41.30	\$48.18
	Assistant to the Beede Center General Manager				
	Facilities Custodial Supervisor				
	GIS Analyst				
	Production Manager				
	Program Analyst				
	Public Health Inspector				
	Recreation Facilities Coordinator				
	Recreation Supervisor				
	Senior Facilities/Landscape Maintainer				
	Treatment Systems Operator				
	Utility Electrician				
6	Energy Efficiency & Electrification Specialist	<i>Annual</i>	\$67,704	\$81,245	\$94,786
	Engineering Technician	<i>Hourly</i>	\$32.55	\$39.06	\$45.57
	Executive Assistant to the Select Board				
	Executive Assistant to the Town Manager				
	Facilities Maintainer/Skilled Carpenter				
	Human Resources Generalist				
	Information Systems Technician				
	Membership Coordinator				
	Office Administrator				
	Payroll & Finance Generalist				
	Senior Producer & Education Coordinator				

5	Environmental & Regulatory Coordinator	<i>Annual</i>	\$64,459	\$77,355	\$90,251
	Equipment/Line Operator	<i>Hourly</i>	\$30.99	\$37.19	\$43.39
	Geriatric Health Nurse				
	GIS Technician				
	Maintenance & Warehouse Coordinator				
	Office Accountant				
	Office Coordinator				
	Outreach Coordinator				
	Project & Procurement Coordinator				
	Senior Meter Technician				
	Senior Producer				
	Water/Sewer System Maintainer				
4	Accounts Payable Specialist	<i>Annual</i>	\$61,402	\$73,684	\$85,966
	Associate Engineer	<i>Hourly</i>	\$29.52	\$35.43	\$41.33
	Customer Services Specialist				
	Facilities/Landscape Maintainer				
	Meter Technician				
	Senior Administrative Specialist				
	Senior Finance Specialist				
3	Administrative Specialist	<i>Annual</i>	\$58,490	\$70,190	\$81,890
	Finance Specialist	<i>Hourly</i>	\$28.12	\$33.75	\$39.37
	Fitness Trainer				
2	Activity Coordinator	<i>Annual</i>	\$55,702	\$66,841	\$77,979
	Customer Support Specialist	<i>Hourly</i>	\$26.78	\$32.14	\$37.49
	Senior Building Custodian				
	Senior Crew Member				
	Senior Van Driver				
1	Building Custodian	<i>Annual</i>	\$53,040	\$63,648	\$74,256
	Crew Member	<i>Hourly</i>	\$25.50	\$30.60	\$35.70
	Finance Assistant				
	Office Assistant				
LP-17	Director of Concord Municipal Light Plant	<i>Annual</i>	\$170,955	\$205,140	\$239,325
		<i>Hourly</i>	\$82.19	\$98.63	\$115.06
LP-16	(No positions in grade)	<i>Annual</i>	\$148,637	\$178,370	\$208,104
		<i>Hourly</i>	\$71.46	\$85.76	\$100.05
LP-15	Assistant Director of Concord Municipal Light Plant	<i>Annual</i>	\$129,251	\$155,106	\$180,960
		<i>Hourly</i>	\$62.14	\$74.57	\$87.00
LP-14	Broadband Manager	<i>Annual</i>	\$121,763	\$146,120	\$170,477
	Power Supply & Rates Administrator	<i>Hourly</i>	\$58.54	\$70.25	\$81.96

LP-13	Lead Electrical Engineer	<i>Annual</i>	\$113,797	\$136,552	\$159,307
	Line Supervisor	<i>Hourly</i>	\$54.71	\$65.65	\$76.59
LP-12	Lead Lineworker	<i>Annual</i>	\$106,371	\$127,639	\$148,907
		<i>Hourly</i>	\$51.14	\$61.37	\$71.59
LP-11	Electrical Engineer	<i>Annual</i>	\$99,403	\$119,278	\$139,152
	Senior Network Engineer	<i>Hourly</i>	\$47.79	\$57.35	\$66.90
LP-10	Lineworker, Grade 1	<i>Annual</i>	\$96,595	\$115,918	\$135,242
		<i>Hourly</i>	\$46.44	\$55.73	\$65.02
LP-9	Network Engineer	<i>Annual</i>	\$89,877	\$107,848	\$125,819
		<i>Hourly</i>	\$43.21	\$51.85	\$60.49
LP-8	Lead Broadband Technician	<i>Annual</i>	\$83,595	\$100,318	\$117,042
	Meter Supervisor Senior Engineering Technician	<i>Hourly</i>	\$40.19	\$48.23	\$56.27
LP-7	Lineworker, Grade 2	<i>Annual</i>	\$77,771	\$93,319	\$108,867
	Senior Broadband Technician	<i>Hourly</i>	\$37.39	\$44.87	\$52.34
LP-6	Broadband Technician	<i>Annual</i>	\$67,704	\$81,245	\$94,786
		<i>Hourly</i>	\$32.55	\$39.06	\$45.57
LP-5	Lineworker, Grade 3	<i>Annual</i>	\$64,459	\$77,355	\$90,251
		<i>Hourly</i>	\$30.99	\$37.19	\$43.39
LP-4	<i>(No positions in grade)</i>	<i>Annual</i>	\$61,402	\$73,684	\$85,966
		<i>Hourly</i>	\$29.52	\$35.43	\$41.33
LP-3	<i>(No positions in grade)</i>	<i>Annual</i>	\$58,490	\$70,190	\$81,890
		<i>Hourly</i>	\$28.12	\$33.75	\$39.37
LP-2	<i>(No positions in grade)</i>	<i>Annual</i>	\$55,702	\$66,841	\$77,979
		<i>Hourly</i>	\$26.78	\$32.14	\$37.49
LP-1	<i>(No positions in grade)</i>	<i>Annual</i>	\$53,040	\$63,648	\$74,256
		<i>Hourly</i>	\$25.50	\$30.60	\$35.70

(End of new Classification & Compensation Plan)

Opening Comments to Select Board (January 2, 2024)

- We are here as representatives of the Personnel Board and thank you for your time.
- Tonight, our objective is to present to you our draft update of the Personnel Board Bylaw.
- This update was one of the recommended actions from the Personnel Study Task Force, that finished its final report in September 2022.
- Since that time, the Personnel Board has been busy analyzing the report and creating a game plan for revisions. We also worked closely with the interim HR Director to support the implementation of the Compensation and Classification system that was approved at the 2023 Town Meeting.
- This draft of the Bylaw that we present to you this evening represents a big step in the tasks required to satisfy the recommendations outlined in the PSTF Report. However, we have more work ahead of us. Consistent with the overall recommendations of the PSTF Final Report, the Personnel Board recognizes there are many communication vehicles that require coordinated update. These include:
 - Personnel Bylaw
 - Personnel Board Charge
 - Personnel Policies & Procedures (PPP)
 - Employee Handbook
- Consistent with the PSTF Final Report, the Personnel Board would like to have communications that allow non-union employees of the Town to have access to the PPP that impact their employment, to know where these materials are available on the Town Website, and to have confidence that these policies and procedures are updated in a timely manner.
- Recognizing that our work is not nearly done, we are here to review with you our proposed changes to the Personnel Bylaw.
 - First, we would like to recognize the great support of the interim HR Director, Kimberly Crum, Town Manager Kerry LaFleur, Mark Howell, our Select Board Liaison, and full support from each member of the Personnel Board. Special thanks to Kate Ryan, who allocated time independently from the Personnel Board to pull together all of the comments and recommendations into a working draft.
- What follows next is the fully streamlined draft of the Personnel Bylaw and a breakdown of what changed in each section, what has been left out and how changes have satisfied the recommendations of the Personnel Study Task Force members and their Report.

Background:

- While the Personnel Bylaw has been periodically updated over the years, The Personnel Study Task Force recommended that the Bylaw needed a more comprehensive review (see PSTF Final Report, 9/26/22, page 3).
- To update the Bylaw, the Personnel Board has taken into consideration the broad and deep recommendations of the PSTF Report as well as information obtained by directly reviewing other towns' PB Bylaws and Bylaws of other committees for the Town of Concord.

- As a committee, we discussed how we should differentiate between the Bylaw, that requires Town Meeting approval to alter, versus the Personnel Board Charge, and Personnel Policies and Procedures; changes to which require approval from the Select Board.
- There are several sections from the current/standing Personnel Bylaw (most recently updated at Town Meeting 2022) that we recommend should not be addressed in the Bylaw but shifted to the Personnel Policies & Procedures (PPPs). For the most part, statements of responsibility for the Personnel Board have been included in the drafted update to the Bylaw, with specific details (and any subsequent changes recommended) to be managed via the PPPs. Therefore, any detailed changes to these policies would not require Town Meeting approval to implement them.

Current Bylaw:	Update:
1. Purpose and Application of Bylaw	Section 1 has been included in the first paragraph of Section 2. "Duties and Responsibilities" Note: if this information should be a stand-alone section, we can revise. Legal review/recommendation pending.
2. Personnel Board	This section is now section 1. "Establishment of the Personnel Board" <ul style="list-style-type: none"> • PSTF recommendation to identify skills of the PB members have been incorporated. • Clarifications re: the regular procedures and communication responsibilities of the Personnel Board now articulated.
3. Personnel Policies and Procedures: The Personnel Board and Town Manager shall adopt and maintain personnel policies and procedures as needed to implement and interpret the provisions of the Personnel Bylaw. Employees shall be provided an opportunity to review and comment on any proposed personnel policy that could have a significant impact on the conditions of their employment.	The first sentence (on left) has been included in the "duties and responsibilities" section of the drafted update. (see "a." in Section 2) This second sentence of part 3 (to the left) is deferred to the Personnel Policies and Procedures, and is not included in the draft update. Note: We are seeking simultaneous review from the Town Manager and Select Board and will seek Employee input/review in Jan-Feb timeframe so that any concerns can be incorporated before Bylaw is changed. Town Council will also review./recommend.
4. Employment Status	As this section outlines the category of employment (regular, part-time, limited status, temporary (full- or part-time), recommend that this information be included in the PPP, not the Bylaw.
5. Classification Plan	Recommendation to include the Personnel Board responsibilities related to the Classification and Compensation Plan (the "Plan") together in one section [see Section 2 Duties and Responsibilities: sections "c" and "d" in the draft.]
6. Compensation Plan	
7. Compensation Plan	
8. Salary Schedules for Temporary and Limited Status Positions "The Personnel Board shall be responsible for establishing and maintaining salary schedules for temporary and limited status positions. No person shall be employed in a temporary or limited status position"	Reference in the draft to all positions subject to this ByLaw, but no specific explanation of temporary or limited status employees.

Commented [EC1]: Note that communications on these changes have not been commented on by Town Manager, Select Board and Employees who are to be covered under this Bylaw.
-please provide a matrix like these to the Select Board: agreement that Town Council should be weighing in to look at definitions (need to be in?) and clarity of what is acceptable to shift to the Handbook (and the PPPs). Communications before February 25th. And still be in town....

under a title or wage rate not included in the Personnel Board's approved salary schedules for such positions or in the Town's regular Classification and Compensation Plans. "

Sections 8-20 of the 2022 Bylaw relate to non-wage provisions: in-training status, hours of work, pay policies, sick leave, holiday pay/leave, vacation leave, bereavement leave, personal leave, military leave, jury duty, unpaid absences, interruption of employment, leave for temporary & limited-status employees.

Each of these responsibilities are explained as follows:
 "The Personnel Board shall consult with the Town Manager regarding any revisions and/or updates to existing non-wage provisions including, but not limited to, the following list (see below). The Personnel Board shall provide advice and recommend to update the Personnel Policies and Procedures on non-wage provisions, including but not limited to the following (see below)." Non-wage provisions will be specified in the PPPs and changes to these non-wage provisions will not require Town Meeting approval. *(sentence added)*.

NOTE:

NOTE: the details of the non-wage provisions would be kept updated in the PPPs, to be easily accessed on the Town Website and provided in the Handbook to all employees.

Current Bylaw	Additions:
	<p>The Personnel Board shall prepare Articles for Town Meeting that may affect Town employees covered by this Bylaw. The Town Manager shall review and discuss with the Personnel Board regarding these Articles.</p> <p><i>NOTE: this addition (section 2 "f") has been added at the recommendation of the PSTF Report, where the team recommended that the Personnel Board take a leadership role in preparing Articles for the Town Meeting Warrant.</i></p>
	<p>The Personnel Board shall review job descriptions for new and existing jobs covered by this Bylaw and provide recommendations to the Town Manager.</p> <p><i>NOTE: this addition (section 2 "f") has been added at the recommendation of the PSTF Report, where the team recommended that the Personnel Board take a leadership role in preparing Articles for the Town Meeting Warrant.</i></p>
	<p>The Personnel Board shall support the Town Manager, or their designee(s), in identifying human capital trends and internal HR programs and practices and provide</p>

recommendations to ensure the Town's workforce is diverse, equitably treated, and inclusive of others.

NOTE: This addition in the draft recommended comes from the level of expertise represented on the Personnel Board. Now with concrete data ("dashboard") possible from the HR Department, the Personnel Board envisions a support role to introduce current human capital trends and support the Town's workforce for our future needs.

TOWN OF CONCORD MASSACHUSETTS

PERSONNEL BOARD BYLAW

DRAFT E

Section 1: Establishment of the Personnel Board

There is hereby established a Personnel Board consisting of 5 members. Members of the Personnel Board shall be appointed by the Select Board for three (3) year terms. No member shall serve more than 9 years (three terms). Members shall have professional or personal experience and/or expertise in personnel administration. One member shall preferably have professional or personal experience in finance, or a related field, to provide expertise on the financial impact of personnel-related proposals.

Members shall elect a Chair or Co-Chairs from among its members on an annual basis. A clerk is to be assigned on a rotating basis for each meeting, to take responsibility for the minutes of that meeting.

No member of the Personnel Board may be an employee of the Town nor hold Town office, whether appointed or elected, but any such member may serve on behalf of the Town on any committee negotiating with Town employees.

Members of the Personnel Board shall serve without compensation.

The Personnel Board shall meet regularly, as necessary, to consider such business as may be presented by Town officials, Town employees and others. The agenda, time and place of all meetings will be posted on the Town Website in accordance with the Massachusetts State Open Meeting Law.

At any meeting of the Personnel Board, action by a majority of those Board members present shall be binding. At least three (3) members of the Board shall be present to constitute a quorum.

Section 2: Duties and Responsibilities

The Personnel Board shall advise the Town Manager, or their designee(s) and shall make recommendations on establishing and maintaining an efficient system of personnel administration for

Town employees. All Town departments and positions shall be subject to the provisions of this Bylaw except elected officers, employees with personal contracts, employees covered by collective bargaining agreement and employees of the school department.

The Personnel Board shall also provide advice and recommendations to the Town Manager, or their designee(s) for the following areas of personnel administration:

- a) The Personnel Board shall propose, review, approve and adopt any changes to personnel policies and procedures, in consultation with the Town Manager, or their designee(s) as needed.
- b) The Personnel Board shall provide advice and support for the development of an Employee Handbook. The Town Manager or their designee(s) is responsible for regular revisions to the Personnel Handbook. The Personnel Board shall also review the Employee Handbook, providing advice and support regarding any changes.
- c) The Personnel Board shall review and approve the Classification Plan ("Plan") and present the Plan to Town Meeting. The Classification Plan is defined as a listing of all approved position classification titles and a summary job description for each classification for all Town employees covered by this Bylaw. The Plan includes, but is not limited to, the following:
 - i. Classification of Grade, which is defined as a group of positions whose duties and responsibilities are sufficiently similar that they share the same description, title, qualifications, and compensation can be applied with equity to all positions in the classification; and
 - ii. Compensation Plan, defined as a listing of the minimum and maximum wage or salary rates for each title in the Classification Plan.
- d) The Personnel Board shall have oversight of the Plan including, but not limited to the following:
 - i. The Town Manager and their designee(s) shall provide recommendations to the Personnel Board with revisions regarding the Plan.
 - ii. The Town Manager and their designee(s) shall recommend to the Personnel Board on a regular basis any factors, such as cost of living or comparable municipal wage rates, that may affect the Classification and Compensation Plan.
- e) The Personnel Board shall consult with the Town Manager regarding any revisions and/or updates to existing non-wage provisions including, but not limited to, the following list (see below). The Personnel Board shall provide advice and recommend to update the Personnel Policies and Procedures on non-wage provisions, including but not limited to the following (see below). **Non-wage provisions will be specified in the PPPs and changes to these non-wage provisions will not require Town Meeting approval.**
 - i. Employment status

- ii. In-training status for new or promoted employees
- iii. Hours of work, including standard hours, work weeks, overtime administration and non-contiguous work
- iv. Sick Leave accrual, use and payout provisions (if applicable)
- v. Holiday Leave and Holidays Worked
- vi. Vacation Leave accrual, use and payout provisions
- vii. Bereavement Leave
- viii. Military Leave
- ix. Jury Duty Leave
- x. Unpaid Leaves of Absences, including the Family Medical Leave Act (FMLA), other Leave and Absences and Accrual during Leaves
- xi. Interruption of Employment

- f) The Personnel Board shall prepare Articles for Town Meeting that may affect Town employees covered by this Bylaw. The Town Manager shall review and discuss with the Personnel Board regarding these Articles.
- g) The Personnel Board shall review job descriptions for new and existing jobs covered by this Bylaw and provide recommendations to the Town Manager.
- h) The Personnel Board shall support the Town Manager, or their designee(s), in identifying human capital trends and internal HR programs and practices, and provide recommendations to ensure the Town's workforce is diverse, equitably treated, and inclusive of others.

TOWN OF CONCORD MASSACHUSETTS

PERSONNEL BOARD BYLAW

DRAFT E

Scope of Bylaw

All Town departments and positions shall be subject to the provisions of this Bylaw except elected officers, employees with personal contracts, employees covered by a collective bargaining agreement, and employees of the school department. All questions concerning the interpretation of this bylaw shall be resolved by the Personnel Board.

If any provision or application of this Bylaw is determined to be invalid under state or federal law, such decision shall not be construed to affect the validity of any other provision or application of this Bylaw.

Section 1: Establishment of the Personnel Board

There is hereby established a Personnel Board consisting of 5 members. Members of the Personnel Board shall be appointed by the Select Board for three (3) year terms. No member shall serve more than 9 years (three terms), whether consecutive or separate terms. Members shall have professional or personal experience and/or expertise in personnel administration. One member shall preferably have professional or personal experience in finance, or a related field, to provide expertise on the financial impact of personnel-related proposals.

Members shall elect a Chair or Co-Chairs from among its members on an annual basis. A clerk is to be assigned on a rotating basis for each meeting, to take responsibility for the minutes of that meeting.

No member of the Personnel Board may be an employee of the Town ~~nor or~~ hold Town office, whether appointed or elected, ~~but any such member may serve on behalf of the Town on any committee negotiating with Town employees.~~

Members of the Personnel Board shall serve without compensation.

The Personnel Board shall meet regularly, as necessary, to consider such business as may be presented by Town officials, Town employees and others. The agenda, time and place of all meetings will be posted on the Town Website in accordance with the Massachusetts State Open Meeting Law.

At any meeting of the Personnel Board, action by a majority of those Board members present shall be binding. At least three (3) members of the Board shall be present to constitute a quorum.

Section 2: Duties and Responsibilities

The Personnel Board shall advise the Town Manager, or their designee(s), and shall make recommendations on establishing and maintaining an efficient system of personnel administration for Town employees. ~~All Town departments and positions shall be subject to the provisions of this Bylaw~~

~~except elected officers, employees with personal contracts, employees covered by collective bargaining agreement and employees of the school department.~~

The Personnel Board shall also provide advice and recommendations to the Town Manager, or their designee(s) for the following areas of personnel administration:

- a) The Personnel Board shall propose, review, approve and adopt any new personnel policies and procedures as well as changes to existing personnel policies and procedures, in consultation with the Town Manager, or their designee(s) as needed.
- b) The Personnel Board shall provide advice and support for the development and adoption of an Employee Handbook. The Town Manager or their designee(s) ~~is shall be~~ responsible for regular revisions to the ~~Personnel~~ Employee Handbook. Once adopted and implemented, ~~the~~ Personnel Board shall ~~also~~ review the Employee Handbook, from time to time, providing advice and support regarding any changes.
- c) The Personnel Board shall review and approve the Classification Plan ("Plan") and present the Plan to Town Meeting. The Classification Plan ~~is defined as a listing~~ lists of all approved Town positions ~~classification titles~~ and a summary job description for each ~~classification position for all Town employees~~ covered by this Bylaw. The Plan includes, but is not limited to, the following:
 - i. ~~Classification of Grades,~~ which ~~is are~~ defined as a groups of positions whose duties and responsibilities are sufficiently similar that they share the same or similar description, ~~title,~~ and qualifications, ~~and so that~~ compensation can be applied with equity equitably to all positions in the classification grade; and
 - ii. Compensation Plan, defined as a listing of the minimum and maximum wage or salary rates for each job title in the Classification Plan.
- d) The Personnel Board shall have oversight of the Plan, subject to input as follows including, but not limited to the following:
 - i. The Town Manager and their designee(s) shall provide recommendations to the Personnel Board ~~with revisions regarding concerning revisions to~~ the Plan.
 - ii. The Town Manager and their designee(s) shall recommend to the Personnel Board on a regular basis any factors, such as cost of living or comparable municipal wage rates, that may affect the Classification and Compensation Plan.
- e) The Personnel Board shall consult with the Town Manager regarding any revisions and/or updates to existing non-wage personnel provisions including, but not limited to, the following list (see below). The Personnel Board shall provide advice and recommend ~~to~~ updates to the Town's Personnel Policies and Procedures ~~on~~ pertaining to non-wage provisions, including but not limited to the following:
 - i. Employment status
 - ii. In-training status for new or promoted employees

- iii. Hours of work, including standard hours, work weeks, overtime administration and non-contiguous work
- iv. Sick Leave accrual, use and payout provisions (if applicable)
- v. Holiday Leave and Holidays Worked
- vi. Vacation Leave accrual, use and payout provisions
- vii. Bereavement Leave
- viii. Military Leave
- ix. Jury Duty Leave
- x. Unpaid Leaves of Absences, including the Family Medical Leave Act (FMLA), other Leave and Absences and Accrual during Leaves
- xi. Interruption of Employment

- f) The Personnel Board shall prepare Articles for Town Meeting that ~~may affect Town employees covered by~~ pertain to this Bylaw. The Town Manager shall review and discuss proposed Articles with the Personnel Board- before they are brought forward to the Select Board regarding these Articles.
- g) The Personnel Board shall review job descriptions for new and existing jobs covered by this Bylaw and provide recommendations to the Town Manager for any changes or updates as necessary.
- h) The Personnel Board shall support the Town Manager, or their designee(s), in identifying human capital trends and internal HR programs and practices, and provide recommendations to ensure the Town's workforce is diverse, equitably treated, and inclusive of others.